

Style

THE U.S. ARMY CENTER OF MILITARY HISTORY



U.S. Army
Center of Military History

Style

For Use in the Preparation of
CMH Historical Publications

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Names and Terms

I hope I shall possess firmness and virtue enough to maintain what I consider the most enviable of all titles, the character of an honest man.

—George Washington

General

1.1 *Countries.* Capitalize official and shortened names of countries.

Republic of Iraq; Iraq
Islamic Republic of Afghanistan; Afghanistan
Democratic Peoples' Republic of Korea; North Korea
Democratic Republic of Vietnam; North Vietnam
United States of America; United States; America

1.2 *Cities, states, provinces, territories.* Capitalize official and shortened names of cities, states, districts, provinces, and territories; lowercase words such as *city*, *district*, and *province* when they precede the name or stand alone.

Baghdad
Anbar Province
Adolous District of Ramadi
New York City; city of New York
roads through the province

1.3 *Legislative bodies and government agencies.* Capitalize the full and shortened names of legislative, deliberative, administrative (including cabinet level), and judicial bodies. Capitalize the full names of their branches. Lowercase derived adjectives and paraphrased forms.

U.S. Congress
Department of Defense; Defense Department
United Nations Security Council; Security Council
Republic of Vietnam National Assembly
Department of the Army

but

congressional
presidential
the department
the council
the assembly

- 1.4** *Generic references.* Lowercase the words *federal* and *government* unless they are part of a formal title. Likewise, lowercase the terms *executive*, *legislative*, or *judicial branch*.

United States government (*but* United States Government Printing Office)
federal government policy
government of Afghanistan

- 1.5** *Political parties.* Capitalize names of political parties and party members, but not the doctrine with which they are associated.

Ba'ath Party; Ba'athists
Republican Party; Republicans
People's Revolutionary Party
Patriotic Union of Kurdistan
Communist leaders; Communists

but

communism
socialism
democratic principles

- 1.6** *Private organizations.* Capitalize the full and shortened names of private organizations.

Microsoft Corporation; Microsoft
Dell Inc.; Dell
Blackwater USA; Blackwater
Lockheed Martin Corporation; Lockheed Martin

- 1.7** *Organized groups.* Capitalize common nouns referring to specific organized groups.

Afghan National Police
Northern Alliance
Civilian Irregular Defense Group

People

- 1.8** *First and subsequent mentions.* Give the full name including the middle initial (or initials), if any, at first mention of a person in text. Each initial is followed by a period and a space. For military names, see **1.46**.

George H. W. Bush

William J. Clinton

If the entire name is abbreviated in subsequent mentions, omit periods and spaces.

FDR [Franklin Delano Roosevelt]

JFK [John F. Kennedy]

- 1.9** *Civilian titles.* Capitalize civilian titles preceding a personal name. Lowercase titles that follow a personal name or that stand alone. Retain capitalization of specific organizations included in a title. For military titles, see **1.45**.

Governor Timothy M. Kaine; Timothy M. Kaine, governor of Virginia

Congressman Hoyer; the congressman

President Bush; the president

Chief Justice Roberts; John Roberts, chief justice of the United States

Ambassador Bolton; the ambassador

Secretary of the Army Preston M. Geren III; the secretary of the Army; the secretary

Capitalize titles that follow names in formal acknowledgments and lists of contributors.

The author wishes to acknowledge his indebtedness to C. R.

Dodwell, Fellow and Librarian of Trinity College, Cambridge.

- 1.10** *Abbreviating titles.* A civil or military title may be abbreviated when it precedes the full name. Preceding the surname alone, however, it is spelled out. For more information on abbreviating military titles in text, see **1.46–49**; in footnotes, see **8.26**.

Sen. Mark L. Kirk; Senator Kirk
Lt. Col. Mary J. Pierce; Colonel Pierce
Pfc. Richard F. Jones; Private Jones
Capt. John P. Sims; Captain Sims
S. Sgt. James J. Smith; Sergeant Smith
Sfc. Kathryn L. Jacobson; Sergeant Jacobson
Spec. John P. Doe; Specialist Doe
1st Lt. Carl L. James; Lieutenant James
Lt. Gen. Joseph E. Green; General Green

- 1.11** *Plurals.* Form plurals of names of persons and other capitalized nouns generally by adding *s* or *es*.

five Toms, four Dicks, and three Harrys
the two Germanys reunited
Afghanis and Pakistanis
keeping up with the Joneses
rainy Sundays

Never use an apostrophe to form the plural of a family name: “The Jeffersons live here” (not “Jefferson’s”). With names such as Gates or Gutierrez, consider rewording to avoid the awkwardness of “Gateses” or “Gutierrezes.”

- 1.12** *Racial, ethnic, and socioeconomic groups.* Capitalize racial, linguistic, tribal, religious, and ethnic names used as nouns and adjectives.

Sunni
Shiite
Rhade tribesmen
African American
Caucasian
Muslim
Asian
Iraqi
Taliban
al Qaeda

but

blacks and whites

Public Acts and Military Orders

- 1.13** Capitalize formal or shortened (but not generic) titles of specific public acts, treaties, and military orders.

Pentalateral Agreement

Panama Canal Act; Canal Act; the act

Selective Service Act

General Orders 23

U.N. Security Council Resolution

Treaty on Limitations of Antiballistic Missiles; ABM Treaty; the treaty

but

armistice (capitalize only when referring specifically to Armistice Day)

lend-lease aid

- 1.14** Do not capitalize generic references to congressional legislation.

agricultural appropriations bill

lend-lease bill

military construction appropriation bill

Publications and Their Parts

- 1.15** Capitalize the first word and all important words (nouns, verbs, and prepositions containing five or more letters) in titles of series, books, articles, chapters, and sections. Do not capitalize infinitive verb forms and prepositions containing four or fewer letters.

Underdevelopment Is a State of Mind

German Railway Operations Under the United States of America

The Corps of Engineers: The War Against Germany

The Asian Experience Outside Indochina

Chapter 7, "Steps Toward Stability"

From OSS to Green Berets: The Birth of Special Forces

but

City Offers to Build Housing for Yanks

Lessons from the Huk Campaign in the Philippines

- 1.16** Italicize full or shortened titles of all books, pamphlets, documents, newspapers, periodicals, journals published for general distribution, works of art, plays, and motion pictures. Italicize titles of CMH monographs and studies printed for limited distribution.

Building for Peace: U.S. Army Engineers in Europe, 1945–1991
Battleground Iraq: Journal of a Company Commander
The U.S. Army in the Occupation of Germany, 1944–1945

- 1.17** Do not italicize the title of a series. Do not italicize titles of internal manuals, regulations, or bulletins. Capitalize initial letters of important words, without quotation marks.

Combat Actions in Korea, Army Historical Series
Operations (FM 3–0)
Military History: Responsibilities, Policies, and Procedures (AR 870–5)
United States Army Center of Military History (DAGO 2007–01)
Army Strategic Management Plan (DA Memo 5–4)
Manual for Courts-Martial United States

- 1.18** Capitalize titles of the standard parts of a volume, such as the Foreword, Preface, Chapter, Bibliography, or Index; but lowercase generic references.

Chapter Two, “Research and Development in the Army”

but

In addition to a foreword, the book has five chapters, a bibliography, and an index.

1.19 Capitalize references in the text to specific parts of publications when they are followed by a number or letter designation.

Volume 1
Annex B
Section 6
Map 19
Chapter 2
Chart 1
Part 1
Book 2
Table 4
Appendix G

Do not capitalize references to the following parts of publications.

page 129
paragraph 10
item 46
footnote 156

1.20 *Tables, maps, and charts.* Capitalize and italicize parenthetical references to tables, maps, diagrams, and charts.

(*Map 1*)
(*Table 4*)

Military

1.21 Capitalize formal full and shortened names of national armies, navies, air forces, fleets, regiments, battalions, companies, and corps in both the singular and plural forms. Capitalize *Army* when standing alone only when it refers to the entire United States Army. Lowercase words such as *army*, *navy*, or *military* when standing alone, when used collectively in the plural, or when not part of an official title.

U.S. Army; Army; the army [referring to a field army]
U.S. Air Force; Air Force; air force [referring to a generic or foreign air force]
U.S. Army Corps of Engineers
U.S. Marine Corps; Marine Corps; U.S. Marines; a marine
Regular Army
Confederate army [American Civil War]
Continental navy [American Revolution]
Army of the Republic of Vietnam
South Vietnamese Army; army
Kosovo Liberation Army

Lowercase generic references to individual members of the military.

- soldier
- reservist
- engineers
- regulars
- national guardsmen

1.22 Capitalize widely used military or colloquial coinages for members of branches of the armed forces or members of specific units.

- Rangers
- Army Special Forces
- Seabees
- Green Berets
- Raiders
- Marauders

1.23 Capitalize the formal names of national guard and reserve units.

- Army National Guard of the United States; Army National Guard
- Air National Guard of the United States; Air National Guard
- Army Reserve
- Naval Reserve
- Marine Corps Reserve
- Air Force Reserve
- Coast Guard Reserve

Also capitalize the three reserve categories.

- Ready Reserve
- Standby Reserve
- Retired Reserve

Do not capitalize the word *reserve* unless referring to a particular reserve force in an organizational sense.

- a reserve officer
- the reserve components
- strategic reserves

- 1.24** Capitalize adjectives designating the armed services or their arms and branches only when the reference in context is clearly to the organization and not merely descriptive.

the Air Force budget
the Army way is not the Navy way

but

infantry troops
the marine guard

- 1.25** Capitalize the word *headquarters* only when preceding the name of a unit.

Headquarters, 9th Division
General Headquarters

but

9th Division headquarters
headquarters of the division

- 1.26** Capitalize formal designations for specific political or military alliances.

Multi-National Force–Iraq
the Coalition
Free World Military Assistance Forces
the Allied Powers (WWII)

but

European powers
coalition troops; coalition forces

- 1.27** Capitalize common terms that have a special meaning in military usage.

Blue armies (maneuvers)
Force XXI
Team Bravo
Company A

- 1.28** Do not capitalize common-noun designations when standing alone for army, corps, and lower units.

There were three divisions in the corps and three corps in the army.

1.29 Capitalize formal names of wars, battles, conflicts.

Persian Gulf War
Global War on Terrorism
Battle of 73 Easting
Battle of Medina Ridge
World War II
Revolutionary War

1.30 *Code names.* Set U.S. and allied forces code names (such as task forces, operations, plans, exercises, war plans) in caps and small caps.

Operation IRAQI FREEDOM
Operation JOINT GUARDIAN
DESERT STORM
War Plan ORANGE
Project ENHANCE
Task Force DAGGER

1.31 Set enemy code names in caps and small caps, and italics.

NORDWIND

Designations of U.S. Army Units and Organizations

1.32 *Unit names.* Capitalize formal names of specific units of armed forces.

VII Corps
XVIII Airborne Corps
4th Aviation Regiment
Company A (*not* A Company)
First Army
23d Infantry Division
II Field Force
3d Squadron, 2d Armored Cavalry Regiment
75th Ranger Regiment
1st Battalion, 7th Field Artillery Regiment
299th Support Battalion
Special Troops Battalion, 1st Infantry Division
4th Infantry Division (Mechanized)
101st Airborne Division (Airmobile)

Note: Words in parentheses (such as *Mechanized* or *Airmobile* in the above examples) are not part of the official designation but are descriptions of function usually added by members of units

and can sometimes be quite cumbersome. Use of such descriptors is left to the author's discretion.

- 1.33** *Changes in unit designations.* Both U.S. and foreign unit designations change over time. Follow the naming conventions in use during the time period under discussion.

1st Division [6 July 1917 until 31 July 1942]

1st Infantry Division [1 August 1942 until the present]

Note: For units under its purview, John B. Wilson's *Armies, Corps, Divisions, and Separate Brigades*, Army Lineage Series (Washington, D.C.: U.S. Army Center of Military History, 1987) provides an authoritative guide to designations. For smaller units, see the other volumes of the Army Lineage Series. When in doubt, consult the CMH Field Programs and Historical Services Division, Force Structure and Unit History Branch, which is the authority on official unit designations.

- 1.34** *Regiment designations.* Omit the word *regiment* in the designation of a single American infantry regiment prior to 1 October 2005. Before that date, the word is generally not considered part of the official designation; after that date, the word is part of the official designation and should be used. If the word is used in the plural before that date, it should be lowercased; after that date, it should be uppercased.

3d Battalion, 23d Infantry Regiment

75th Ranger Regiment

27th and 35th Infantry regiments

Note: In some cases, the word *regiment* was part of the official designation prior to 1 October 2005. Exceptions include the 90th Quartermaster Regiment, the 75th Ranger Regiment, and the 2d Armored Cavalry Regiment. When in doubt, consult the CMH Field Programs and Historical Services Division, Force Structure and Unit History Branch, which is the authority on official unit designations.

- 1.35** Use a comma before and after a phrase indicating the larger group to which a unit belongs.

The 2d Battalion, 27th Infantry, began to move.

1.36 If the possibility of confusion exists in cases where U.S. military units are deployed alongside units from other countries, identify each unit (U.S. and foreign) by nationality, especially at first mention.

1.37 *Center of Military History.* At first mention of CMH in text, use the full title of U.S. Army Center of Military History; subsequent references may simply state Center of Military History or the Center.

1.38 *Abbreviations in text.* Short names of military organizations may be used after the full name is given at first mention.

U.S. Army Training and Doctrine Command (TRADOC)

U.S. Military Assistance Command, Vietnam (MACV)

1.39 *Abbreviations in tables and charts.* Generally, do not abbreviate military unit designations. However, it is permissible to do so in tables, charts, lists, and footnotes where space may be at a premium.

1.40 Spell out numbers of U.S. field armies.

Eighth Army

1.41 Use roman numerals for U.S. corps and field forces.

XXIV Corps

II Field Force

1.42 Use arabic numerals for U.S. Army groups, commands, brigades, divisions, regiments, battalions, squadrons, companies, detachments, and platoons.

12th Army Group

1st Logistical Command

3d Brigade Combat Team, 4th Infantry Division

2d Battalion, 2d Infantry Regiment

1st Squadron, 14th Armored Cavalry Regiment

17th Fires Brigade

3d Sustainment Command

209th Military Intelligence Company

50th Signal Battalion

90th Military History Detachment

512th Military Police Platoon

- 1.43** Do not begin a sentence with a unit number (when given as a figure), whether arabic or roman (such as XV Corps).

Designations of U.S. Navy, Air Force, and Marine Corps Units

- 1.44** For designations of other service units, follow the conventions used by that service during the period under discussion.

U.S. Air Force

Seventh Air Force
1964th Communications Group
315th Air Division
777th Troop Carrier Squadron
3d Tactical Fighter Wing
320th Bombardment Wing

U.S. Navy

Seventh Fleet
Amphibious Squadron 5
Task Force 76
Attack Carrier Wing 16
Task Group 79.5
30th Naval Construction Regiment

U.S. Marine Corps

III Marine Amphibious Force
Marine Air Group 12
1st Marine Brigade
Marine Medium Helicopter, Squadron 161
3d Marine Aircraft Wing
3d Marines [regiment]
1st Marine Division

Rank and Title Designations

- 1.45** *Capitalization.* Capitalize military titles preceding a personal name, or when given formally and in full after the name. Lowercase military titles when standing alone or when following a name unless given formally and in full.

Chief of Staff, II Field Force, Brig. Gen. Richard T. Knowles;
General Knowles; Field Force chief of staff; chief of staff;
brigadier general; the general

Commander, 1st Infantry Division, Maj. Gen. Jonathan O.
Seaman; General Seaman; 1st Infantry Division commander;
commander; the general

Chairman of the Joint Chiefs of Staff, Admiral Michael Mullen;
Admiral Mullen; chairman of the Joint Chiefs of Staff; the
chairman

Sgt. Stephanie H. McGraw; Sergeant McGraw; sergeant
Pvt. Anthony W. Washington; Private Washington; private

- 1.46** *Initial and subsequent text references.* In the initial reference to military personnel in text, give full rank (abbreviated; for exception see **1.49**) and full name including the middle initial (or initials), if any.

Brig. Gen. Joseph E. Green
Lt. Col. John R. Doe
Rear Adm. John R. Jones
S. Sgt. William T. Smith

On subsequent mentions, give only the rank (without abbreviation) and last name. It is permissible to use the last name alone as well.

General Greene
Colonel Doe
Admiral Jones
Sergeant Smith

- 1.47** Separate a name from the military service or branch to which the individual belongs with commas.

Lt. Col. John R. Doe, U.S. Marine Corps, was in command.

- 1.48** *Abbreviation style.* While current military practice is to omit periods and use full capitals for the abbreviated forms of ranks, CMH discourages using such forms as they may be unfamiliar to general readers. Traditional (old style) abbreviations are preferred. Table 1-1 lists the preferred abbreviations for Army ranks, both in

Table 1-1. Army Rank Abbreviations

Rank	Abbreviation		Pay Grade
	Text	Footnotes	
General of the Army (5-star)	None	Gen	
General (4-star)	None	Gen	O-10
Lieutenant General (3-star)	Lt. Gen.	Lt Gen	O-9
Major General (2-star)	Maj. Gen.	Maj Gen	O-8
Brigadier General (1-star)	Brig. Gen.	Brig Gen	O-7
Colonel	Col.	Col	O-6
Lieutenant Colonel	Lt. Col.	Lt Col	O-5
Major	Maj.	Maj	O-4
Captain	Capt.	Capt	O-3
First Lieutenant	1st Lt.	1st Lt	O-2
Second Lieutenant	2d Lt.	2d Lt	O-1
Chief Warrant Officer	CWO5	CWO5	W-5
Chief Warrant Officer	CWO4	CWO4	W-4
Chief Warrant Officer	CWO3	CWO3	W-3
Chief Warrant Officer	CWO2	CWO2	W-2
Warrant Officer	WO1	WO1	W-1
Sergeant Major of the Army	SMA	SMA	E-9
Command Sergeant Major	Cmd. Sgt. Maj.	CSM	E-9
Sergeant Major	Sgt. Maj.	Sgt Maj	E-9
First Sergeant	1st Sgt.	1st Sgt	E-8
Master Sergeant	M. Sgt.	M Sgt	E-8
Sergeant First Class	Sfc.	Sfc	E-7
Staff Sergeant	S. Sgt.	S Sgt	E-6
Sergeant	Sgt.	Sgt	E-5
Corporal	Cpl.	Cpl	E-4
Specialist (Fourth Class)	Sp4c. (historic)	Spec	E-4
	Spec. (modern)		
Private First Class	Pfc.	Pfc	E-3
Private E-2	Pvt.	Pvt	E-2
Private E-1	Pvt.	Pvt	E-1

text and in footnotes. See Appendix A for abbreviations of other service ranks (Navy, Marines, Air Force). For more information on abbreviating military ranks in footnotes, see **8.26**.

- 1.49** *No abbreviation.* Never abbreviate the rank of four-star general and above or its equivalent in text. For exception in footnotes, see **8.30**.

General of the Army [five star]
 Fleet Admiral [five star]
 Admiral [four star]
 General [four star]

Military Equipment, Weapons, Ships, and Aircraft

1.50 *Types of military equipment.* Capitalize the formal names of types of aircraft, missiles, tanks, weapons, and other military equipment.

Stryker
Abrams
Bradley
Apache
Black Hawk
Humvee
Kiowa Warrior

However, do not capitalize common nouns following the names of types of aircraft, tanks, or other military equipment.

Apache helicopter
Raven unmanned aerial vehicle
Javelin antitank missile
Bradley fighting vehicle
Barrett sniper rifle

1.51 *Weapons designations.* Designations for individual weapons, ordnance (ammunition), and weapons systems (tanks, self-propelled artillery) are set with capital letters with no spaces or dashes.

AK47
M1
M109
T34
M16A2

1.52 *Ships and aircraft.* Italicize names (not types) of ships and aircraft.

USS *Abraham Lincoln*
USNS *Bellatrix*
HMS *Falmouth*
Spirit of St. Louis

but
a UH-72A Lakota helicopter

- 1.53** *Ship and aircraft designations.* Use capital letters and en dashes (not hyphens) in aircraft and ship designations.

C-130

B-52

BB-61

UH-1

Foreign Military Terms, Units, and Ranks

- 1.54** *Enemy unit names.* Generally, italicize references to specific enemy units. However, do not italicize enemy unit names in special studies dealing almost exclusively with enemy activities or in works dealing with the more distant past, such as the American Revolution. Do not italicize generic references to enemy military units.

Republican Guard

Iraq's 3d Armored Division

People's Army of Vietnam

but

Communist insurgents

- 1.55** Do not italicize names of foreign organizations and institutions.

al Qaeda

Taliban

the Lao Dong Party

- 1.56** Translate all foreign (non-English) designations that parallel the American version; otherwise, use the foreign terms.

German *Fuchs* (Fox) chemical reconnaissance vehicle

Fuehrer Begleit Brigade

- 1.57** It is permissible to specify nationality if there is some possibility of ambiguity, even if nationality is not part of the official title.

North Vietnamese *5th Division*

- 1.58** *Senior officers.* At first mention, write out the full rank of general and flag officers comparable in precedence to equivalent American ranks. Be consistent either in writing these full titles in the foreign language or in translating them into English. In subsequent references, use the American equivalent for rank.

1.59 *Lower ranking personnel.* Below the rank of general or flag officer, use the American equivalent. Abbreviate rank, in English, with full name at first mention.

1.60 Do not italicize foreign titles preceding proper names of individuals.

Capt. Islam Islamabad commanded the Iraqi *VII Corps* logistics installation.

Under the command of Maj. Gen. Maher Rashid, the *Republican Guard Forces Command* and the *III* and *VII Army Corps* attacked the strategic, Iranian-held Al Faw Peninsula.

Punctuation

On the page, punctuation performs its grammatical function, but in the mind of the reader, it does more than that. It tells the reader how to hum the tune.—Lynne Truss

General

- 2.1** *Space following end punctuation.* One space, not two, follows any mark of punctuation that ends a sentence: period, colon, question mark, or exclamation point.
- 2.2** *Parentheses and brackets* should appear in the same font as the surrounding text.

Several *Republican Guard* units (*III Iraqi Corps, 1st Mechanized Division, and 6th Armored Division*) were mentioned in the text.

The KPA quickly crushed South Korean defenses at the 38th Parallel and entered Seoul on 28 June. (*See Map 9.*)

The officer closed his journal entry by saying, since “the troops were marching & being conscious of my own innocence I rejoined my blattoon [*sic*].”

When a phrase in parentheses or brackets appears on a line by itself, the parentheses or brackets are usually in the same font as the phrase.

(To be supplied)

- 2.3** Punctuation marks should appear in the same font as the surrounding text.

Did the text include a discussion of the sinking of the USS *Arizona*?

- 2.4** *Boldface.* The appropriate use of punctuation marks that follow **boldface** type depends on how the boldface word is used.

Note: The following....

Danger! Watch for falling rocks.

What's the point in clicking on **Help**?

Apostrophe

- 2.5** *Possessives.* In the case of a singular or plural noun not ending in *s*, form the possessive by adding an apostrophe and *s*; for a singular or plural noun ending in *s* or with the *s* sound, form the possessive by adding an apostrophe only.

man's, men's
prince's, princes'
Jones', Joneses'
Dumas'

- 2.6** *Descriptive words.* Do not use an apostrophe after plural words ending in *s* that are more descriptive than possessive (not an indication of personal possession).

an editors handbook
historians files
the officers club
users guide

Note: A slight difference in wording can determine whether a word is descriptive or possessive.

three months of probation	three months' probation
the Smith children	the Smiths' children
two-year sabbatical	two years' sabbatical

- 2.7** Generally the apostrophe should not be used after names of countries and other organized bodies ending in *s*.

United States control
Massachusetts laws

- 2.8** *Compound nouns.* In compound nouns, apostrophe *s* is added to the element nearest to the object of possession.

quartermaster general's decision
John White Jr.'s promotion

- 2.9** *Joint possession.* When two or more people jointly possess an item, the apostrophe is placed after the noun closest to the item.

Bryan and Hildy's responsibility [Bryan and Hildy share the responsibility.]

When two or more people separately possess items, an apostrophe and an apostrophe *s* is added to each noun.

Bryan's and Hildy's responsibilities [Bryan and Hildy have separate responsibilities.]

Brackets

- 2.10** *Editorial changes.* Use brackets in quoted material to enclose editorial interpolation, explanations, translations of foreign terms, or corrections.

At the end of the Second World War, the Truman Committee of the United States Senate criticized "the unpardonable waste of money [because] the services failed to use modern business practices."

The commander's note said, "The fact that he speaks Spanish and is a native of Porto Rico [*sic*] is greatly in his favor."

"The nature of the terrain and the defense put up by the enemy," reported Soule, "leads to the conclusion that the enemy MLR [Main Line of Resistance] has been reached."

- 2.11** *Within parentheses.* Use brackets for internal parentheses.

(Adam Yarmolinsky, *The Military Establishment: Its Impact on American Society* [New York: Harper and Row, 1971], and . . .)

Colon

- 2.12** *Run-in lists.* Use a colon to introduce a run-in list following after a grammatically complete sentence. For additional guidance on lists, see **3.45–48**.

The convoy included a total of 20 ships: 2 cruisers, 4 destroyers, 8 cargo transports, and 6 troop carriers.

but

The chief requirements for this operation are surprise, speed, and firepower.

2.13 *Compound titles.* Use a colon to separate parts of a compound title.

Nisei Linguists: Japanese Americans in the Military Intelligence Service During World War II

Transforming an Army at War: Designing the Modular Force, 1991–2005

March to Victory: Washington, Rochambeau, and the Yorktown Campaign of 1781

2.14 *Introductory text.* Use a colon to introduce a quotation of more than one sentence.

Brig. Gen. Larry L. Just, Commanding General, 3d Corps Support Command, once said: “How can you argue about deploying medical units? I mean, they’re just angels of mercy.”

2.15 *Capitalization following.* When a colon introduces two or more sentences, or when it introduces a speech in dialogue or a quotation, the first word following it is capitalized. See **2.27**, **8.25**.

Major O’Steen would later remark: “We got this mission to go into the center of An Najaf to secure the mosque where al Sadr was hiding.”

When a colon is used within a sentence, lowercase the first word following the colon unless it is a proper name.

USAREUR designated a number of critical tasks: conducting patrols, establishing and operating an observation post, conducting mine clearance, and securing a route.

The program, however, was plagued by a number of problems from the onset: unfamiliarity with U.S. Army organization, weapons, tactics, and procedures.

Comma

2.16 *Series.* Use a comma between each item within a series of three or more words, phrases, letters, or figures used with *and* or *or*. For use of semicolons in a series, see **2.65**.

the army group, the armies, and the corps

2.17 *Introductory phrases.* An introductory phrase of any length should be followed by a comma.

In terms of peacekeeping operations, V Corps found that the United Nations lacked any standardized model for deploying peacekeeping forces.

Despite the emphasis on speed and surprise, Army units did not encounter many enemy troops at the outset.

In 1970, the Directorate for Civil Disturbance Planning and Operations began to review the Army's principal civil disturbance regulation.

2.18 *Parenthetical elements.* Use commas to set off parenthetical elements if a slight break is intended. If a stronger break is needed or if there are commas within a parenthetical element, use em dashes (see 2.45) or parentheses (see 2.48) instead.

On the following day, 17 October, a British officer waving a white handkerchief stood on the rampart with a drummer beating for a parley.

Of the two matters that principally concerned V Corps during the Cold War, readiness and gunnery, readiness became considerably the more important by 2001.

2.19 *Addresses and place names.* Use commas to set off the individual elements in addresses or place names that are run into the text. No comma appears between a street name and an abbreviation such as SW or before a postal code (see also 4.14).

Proofs were sent to the author at 743 Olga Drive NE, Ashtabula, OH 44044, on May 2.

We were treated to a tour of Fort Bragg, North Carolina.

The infantry conducted a demonstration near Seoul, South Korea.

2.20 *Given name suffixes.* Do not use commas around *Jr.* and *Sr.* or to set off *II*, *III*, and such when used as part of a name.

George W. Wilson Jr. has eclipsed his father's fame.

John A. Doe III is the son of John A. Doe Jr.

2.21 *Corporate suffixes.* Do not use commas around *Inc.*, *Ltd.*, and such as part of a company's name.

The president of Millennial Products Inc. was the first speaker.

2.22 *Numbers.* Use a comma to set off three-digit units in figures, except serial numbers, dates, and page numbers.

2,309

504,734

3,799,544

- 2.23** “*Et al.*” The abbreviation “et al.,” whether used in regular text or (more often) in bibliographic references, should be treated as one would treat the phrase “and his/her colleagues” or “and their group.” When it follows a single item, it requires no preceding or following comma; when it follows two or more names, a second comma should be used. Note that it is not italicized and that no period follows “et” (which is not an abbreviation).

Baumann et al. (2004) was the primary reference used in that chapter.

Baumann, Robert F., et al. *My Clan Against the World: U.S. and Coalition Forces in Somalia, 1992–1994*. Fort Leavenworth, Kans.: Combat Studies Institute Press, 2004.

- 2.24** *Series of short clauses.* When a sentence is comprised of a series of short dependent clauses with a conjunction joining the last two, use commas (rather than semicolons) between the clauses and before the conjunction.

The second column ascended the Wabash from Fort Vincennes, destroyed villages along the way, and finally joined with Harmar’s column after a 150-mile march.

For guidance on using semicolons to separate independent clauses in a series that contains commas, see **2.63**.

- 2.25** *That vs. which.* Although *which* can be used restrictively, maintain the distinction between the restrictive *that* (no commas) and the nonrestrictive *which* (commas).

(Restrictive) The commander revealed that three enemy divisions would attack that night.

(Nonrestrictive) The Turkish 1st Brigade, which was attached to the 25th Infantry Division, was just east of the Filipino unit.

(Nonrestrictive) On 7 June, the 15th Infantry replaced the 65th, which went into reserve for rest and refitting.

2.26 *Adverbial and parenthetical expressions.* Expressions of the *that is* type are usually followed by a comma. They may be preceded by a comma, an em dash, or a semicolon; or the entire phrase being introduced may be enclosed in parentheses or em dashes. When *or* is used in the sense of “in other words,” it is preceded by a comma.

None was equipped as horse artillery, that is, with enough horses to accommodate the men.

The committee—that is, its more influential members—wanted to drop the matter.

The incident illustrates one of Harris’ most basic tenets in Korea, namely, a recognition of the need for reliable communications at all times.

Canister, or case shot, was a metal cylinder containing metal fragments.

2.27 *Quotations.* Use a comma to set off introductory material preceding a quotation; if preceded by a complete sentence or if the passage consists of more than one sentence (see **2.14–15**), use a colon. If a quotation is introduced by *that*, *whether*, or a similar conjunction, no comma is needed.

It was Emerson who wrote, “Blessed are those who have no talent!” She replied, “I hope you are not referring to me.”

Was it Stevenson who said that “the cruelest lies are often told in silence”?

He is now wondering whether “to hold, as ’twere, the mirror up to nature.”

2.28 *Parentheses and brackets.* When the context calls for a comma at the end of material in parentheses or brackets, the comma follows the closing parenthesis or bracket. For formatting guidance, see **2.2**.

The regiment was to include a lieutenant colonel (from Pennsylvania), two majors (one from Connecticut and one from Pennsylvania), eight captains, ten ensigns, and a chaplain.

Having commanded the 65th for two years (including nine months in combat), Harris looked upon his successor with some disdain.

“Conrad told his assistant [Martin], who was clearly exhausted, to rest.”

Ellipsis Points

- 2.29** Ellipsis points (formed by three spaced periods preceded and followed by a space) indicate the omission of quoted words. They should always appear on the same line (see **3.68**) and may precede or follow other punctuation (see **3.32**). For proper use of ellipsis points in a quoted passage, see **3.31–32**.

Exclamation Point

- 2.30** Use an exclamation point to indicate an outcry or an emphatic or ironic comment. Use exclamation points sparingly.

The name Honest John came from a Texan who was overheard saying: “Why, around these parts I’m called ‘Honest John!’”

In the evening of 23 July [1776], Baron Closen wrote in his diary: “I admire the American troops tremendously!”

Note: The exclamation point is placed inside quotation marks, parentheses, or brackets only when it is part of the quoted or parenthetical matter.

Hyphens and Dashes

- 2.31** Hyphens and the various dashes all have their specific appearance (shown below) and uses.

hyphen -

en dash –

em dash —

two-em dash ——

three-em dash ———

Hyphen

- 2.32** *Numbers.* Use a hyphen to separate numbers that are not inclusive, such as telephone numbers, social security numbers, and ISBNs. Also use hyphens to separate individual letters when a word is spelled out.

1-800-621-2376

0-226-10389-7

My name is Diane; that’s D-I-A-N-E.

- 2.33** *Compound words.* Use a hyphen to show the combination of two or more words into a single term representing a new idea.

lend-lease
air-ground teamwork
dozer-infantry team

but

linkup
airpower
firepower

- 2.34** *Single-letter designation.* Use a hyphen to join a single capital letter to a noun or participle.

D-Day
X-ray
H-bomb
H-Hour
U-boat
T-square

- 2.35** *Ordnance.* Hyphenate calibers of weapons and ammunition when used adjectively.

105-mm. howitzer
.45-caliber round
3.5-inch rocket

- 2.36** *Multiple hyphenated compounds.* Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term, retain the hyphens in all.

six- and ten-foot boards
land- and carrier-based planes

- 2.37** *Fractions.* Use hyphens between the numerator and the denominator in spelled-out fractions unless one already contains a hyphen.

two-thirds
twenty-three thirtieths
three one-thousandths
twenty-two twenty-fifths

En Dash

- 2.38** *Connecting numbers.* Use an en dash to connect numbers and, less often, words. The en dash signifies *up to and including* (or *through*). For the sake of parallel construction, the word *to*, never the en dash, should be used if the word *from* precedes the first element; similarly, the word *and*, never the en dash, should be used if *between* precedes the first element. For use of an en dash to connect consecutive numbers, see **5.14**.

The Chinese Civil War of 1945–1949 continued a struggle that had begun in 1927.

For documentation and indexing, see chapters 16–18.

During the 21–23 May meetings, the two commanders in chief agreed upon a united Franco-American strategy.

The legislature voted 101–13 to adopt the resolution.

but

It was the principal field piece of the Army from 1905 to 1917 [*not* from 1905–1917]

A new insular police force was formed between 25 and 27 January 1899 [*not* between 25–27]

- 2.39** *Connecting numbers and letters.* Use an en dash to connect combinations of figures, letters, or figures and letters.

1966–1973

CH–54

G–3

pp. 550–55

B–52

UH–1D

- 2.40** *Indicate period of time.* Use an en dash in the absence of *to* when denoting a period of time.

during June–August 1976

18–19 July

- 2.41** Use an en dash alone following a date to indicate that something (a publication or a person's life) is still going on. No space follows the en dash.

Professor Plato's survey (1999–) will cover the subject in the final volume.

- 2.42** *In place of a hyphen.* Use an en dash in place of a hyphen in a compound adjective when one of its elements is an open compound or when two or more of its elements are open compounds or hyphenated compounds.

the post–World War II years

a hospital–nursing home connection

a nursing home–home care policy

a quasi-public–quasi-judicial body (*or, better,* a judicial body that is quasi-public and quasi-judicial)

but

non-English-speaking peoples

a wheelchair-user-designed environment (*or, better,* an environment designed for wheelchair users)

Note: Abbreviations in compounds are treated as single words, so a hyphen, not an en dash, is used in such phrases as “U.S.-Canadian relations.”

- 2.43** *Compound of hyphenated place names.* Use an en dash in combinations of place names when any of the units contains a hyphen or consists of more than one word.

Al Fallujah–Baghdad route

Saigon–Cam Ranh Bay road

Em Dash

- 2.44** Use the em dash to set off a parenthetical material. To avoid confusion, don’t use more than two em dashes in a sentence; if more than two elements need to be set apart, use parentheses (see 2.48).

- 2.45** Use an em dash (or a pair of em dashes) to set off an amplifying or explanatory element. (Commas or parentheses may perform a similar function; see **2.18**, **2.48**.)

Both divisions operated with three combat commands—A, B, and R (Reserve).

Rochambeau enjoyed a reputation of being level-headed, able to compromise for the sake of mission, and willing to work with fellow officers—all characteristics that were crucial for cooperation with the Americans.

Nevertheless, foot dragging—perceived or real—on the part of the Army usually brought the strongest reaction from the president.

A two-day training exercise during which the soldiers ran patrols, manned observation posts, and had to react to various situations—again facilitated by the noncommissioned officers and officers of the 1st Battalion, 10th Special Forces Group—completed the training.

- 2.46** *2-em dash.* Use a 2-em dash to indicate a name, part of a name, or a word has been omitted. When indicating expletives, use only the first and last letters separated by a 2-em dash.

General P—— and Mrs.—— are the defendants in the case.

“Oh s——t!” I swallow deep and tell the driver to floor it. We got contact!

- 2.47** *3-em dash.* Use a 3-em dash to indicate that an entire name or word has been omitted in a bibliographic reference (see **8.16**).

Dastrup, Boyd L. *The Field Artillery: History and Sourcebook*. Westport, Conn.: Greenwood Press, 1994.

———. *King of Battle: A Branch History of the U.S. Army's Field Artillery*. Training and Doctrine Command Branch History Series. Fort Monroe, Va.: Office of the Command Historian, U.S. Army Training and Doctrine Command, 1992.

———. *Modernizing the King of Battle, 1973–1991*. U.S. Army Field Artillery Center and School Monograph Series. Fort Sill, Okla.: Office of the Command Historian, U.S. Army Field Artillery Center and School, 1994.

Parentheses

- 2.48** Use parentheses to set off material that is less closely related to the rest of the sentence than that enclosed in em dashes or commas. See **2.18**, **2.45**, **2.50**.

Wilson became director of military programs at the newly designated Headquarters, USACE (replacing the Office of the Chief of Engineers), and General Withers succeeded Wilson as commander of the Europe Division.

- 2.49** Do not place a punctuation mark (such as a comma) in front of the opening parenthesis; if necessary, punctuation should follow the closing parenthesis. A closing parenthesis should never be preceded by a comma or a semicolon.

He reported to Colonel Smith (Commander, 161st Infantry), who was in charge of the operation.

- 2.50** Question marks, exclamation points, and closing quotation marks precede a closing parenthesis if they belong to the parenthetical matter; they follow it if they belong to the surrounding sentence.

- 2.51** If a parenthetical reference forms a complete sentence, the closing parenthesis follows the period. See **2.55**.

(He issued the order at 1430.)

- 2.52** *Multiple parenthetical elements.* A combination of parentheses and em dashes may be used, if necessary to avoid confusion with multiple parenthetical elements.

Between 1942 and 1962, a succession of major Army commands—Army Ground Forces (1942–1948), Army Field Forces (1948–1955), and Continental Army Command (1955–1962)—had overseen the Army’s doctrinal, educational, and training activities.

- 2.53** *Multiple parentheses.* Parentheses should rarely appear back to back. Different kinds of material may, if necessary, be enclosed in a single set of parentheses, usually separated by a semicolon.

Period

- 2.54** A period marks the end of a declarative or an imperative sentence and is followed by a single space.

- 2.55** When a complete sentence is enclosed in parentheses or brackets, the period belongs inside the closing parenthesis or bracket. When the text in parentheses or brackets, even a grammatically complete sentence, is included within another sentence, the period belongs outside.

The higher-echelon army artillery included an army artillery park of three park batteries. (Each battery consisted of laborers to make repairs and issue materiel and spare parts.)

The nucleus of trained artillerymen was small (only 275 officers and 5,253 enlisted men in the Regular Army had more than one year of service).

Quotation Marks

- 2.56** *Titles.* Use quotation marks for references to part, chapter, and section titles of published books and titles of maps, charts, tables, illustrations, and appendixes. For documenting bibliographic entries, see **8.4**, **8.7**.

Chapter 2, "A Perspective on Military History"

The table "Growth of the Army" makes this clear.

Altersitz, Larry A. "Defending the Battery," *Field Artillery Journal* (May-June 1979): 30–33.

- 2.57** Use quotation marks to enclose titles of magazine and newspaper articles, television and radio programs, exhibits, speeches and lectures, unpublished manuscripts. For bibliographic entries, see **8.7–8**.

- 2.58** Do not use quotation marks to enclose book series titles and works that are printed but not published for general distribution such as official circulars, orders, or reports. Do not use italics (see **1.17**).

Operations (FM 3–0)

Army Strategic Management Plan (DA Memo 5–4)

- 2.59** *Coined phrases.* Use quotation marks to alert readers that a term is used in a nonstandard, ironic, or other special sense. For introducing a key new term in text, see **3.23**.

In disk-to-film technology, "repros" are merely revised proofs.

"Child protection" sometimes fails to protect.

- 2.60** Do not use quotation marks around expressions following terms such as *known as*, *called*, or *so-called*.

His so-called mentor persuaded him to embezzle from the Army.

- 2.61** *Punctuation.* Place periods and commas inside quotation marks, whether double or single.

MID replied that it could provide a thousand Nisei "of high-school and university caliber," since "other services would not touch them in quantities without time-consuming security screening."

"Whatever our sympathies with Germany's victims might be," Skelton argued, "it is incredible that we would tamely accept the role cast for us by some overseas directors."

- 2.62** Place colons, semicolons, question marks, and exclamation points outside quotation marks (unless the question mark or exclamation point is part of the quoted matter).

He also had made “two tremendously important contributions of lasting significance”: First,

What ever became of the “McNamara revolution”?

“Are they ready to cooperate with us?”

Semicolon

- 2.63** Use a semicolon to separate independent clauses that are closely related in thought, especially if there are commas within the clauses.

The 1st Battalion, under Lt. Col. John Q. Doe, held the left sector;
the 2d Battalion, under Maj. James A. Robinson, held the right.

- 2.64** Precede the following adverbs, among others, with a semicolon when used to transition between independent clauses: *then, however, thus, hence, indeed, accordingly, besides, and therefore*.

The maximum range of field artillery cannon, depending upon size, was from 1,200 to over 2,000 yards; however, with untrained soldiers and imperfect weapons, the effective range was actually about 400 yards.

The supply of gasoline ran short at the critical moment; therefore, the tanks were halted for nearly three weeks.

- 2.65** *Serial lists*. Use semicolons to separate items within a sentence if the items themselves contain commas.

They were located in Groton, Connecticut; Portsmouth, New Hampshire; and Providence, Rhode Island.

- 2.66** Use semicolons to separate individual footnote entries (see **8.24**).

Spelling, Abbreviations, Compounds, and Distinctive Treatment of Words

Bad spellers of the world, untie!—Graffito

Preferred Spellings

- 3.1** CMH uses to the latest edition of *Webster's Third New International Dictionary, Unabridged* (Merriam-Webster's), and its abridged version, *Merriam-Webster's New Collegiate, 11th Edition*, as the primary authority on spelling and word usage.

Consult Appendix B for a list of commonly used terms and their preferred treatment.

Abbreviations and Acronyms

- 3.2** Use abbreviations (particularly acronyms) sparingly. A workable alternative is to use short titles when possible.
- 3.3** Abbreviate in the text only when the abbreviation has become established in ordinary or military usage and occurs frequently in the narrative.

- 3.4** The first time an acronym or abbreviation is used in a volume, immediately follow it with the spelled-out term in parentheses. It is permissible to reverse this practice when the abbreviation is more familiar than the spelled-out term. In subsequent references, the abbreviation may be used alone.

U.S. Department of Defense (DoD)

U.S. Military Assistance Command, Vietnam (MACV)

USAID (U.S. Agency for International Development)

Civilian Irregular Defense Group (CIDG)

light armored vehicle (LAV)

rocket-propelled grenade (RPG)

improvised explosive device (IED)

Note: Avoid using acronyms and abbreviations in chapter titles and section headings. Wait until first use in text to use the abbreviation and its spelled-out term.

- 3.5** *“A” or “an” preceding an abbreviation.* When an abbreviation follows an indefinite article, the choice of *a* or *an* is determined by the way the abbreviation would be read aloud. Acronyms are read as words and, except when used adjectivally, are rarely preceded by *a*, *an*, or *the* (“member nations of NATO”). Initialisms are read as a series of letters and are often preceded by an article (“member nations of the EU”).

an HQDA directive

a HMMWV [pronounced *Humvee*]

a URL reference

a U.S. Army training exercise

an NCO

a NATO meeting

an ROTC class

an RPG attack

an 800 number

3.6 Abbreviate parts of publications and documents when mentioned parenthetically, in footnotes, or in lists of references.

an.	[annex]	item	[no abbreviation]
app.	[appendix]	n.; nn.	[note; notes]
art.	[article]	no.	[number]
bk.	[book]	p.; pp.	[page; pages]
ch.	[chapter]	para.	[paragraph]
col.	[column]	pt.	[part]
ed.	[edition, editor]	sec.	[section]
f.	[folio]	ser.	[series]
fig.	[figure]	vol.	[volume]

Punctuation

3.7 In text, use periods with abbreviations that appear in lowercase letters; use no periods with abbreviations that appear in full caps, whether two letters or more. For exceptions in footnotes, see **8.26**.

p.
e.g.
etc.
p.m.
vol.
et al. [*et* is not an abbreviation; *al.* is the abbreviation for *alii*]
AUSA
NATO

3.8 Use periods when abbreviating academic degrees (B.A., M.S., Ph.D.).

3.9 Use periods when abbreviating *U.S.* and *U.K.* The abbreviation is permissible when used as an adjective, but spell out *United States* when used as a noun.

U.S. dollars
U.S. involvement in Asia

but

He was born in the United States.

Plurals

- 3.10** To form the plural of capital letters used as words, abbreviations that contain no interior periods, and numerals used as nouns, simply add *s*.

the three Rs
the 1990s
ICBMs
vol., vols.
URLs
ed., eds.
1960s
TOEs
twos and threes

but

p. [page], pp. [pages]
n. [note], nn. [notes]

- 3.11** To avoid confusion when forming plurals of lowercase letters and abbreviations containing two or more interior periods or where both capital and lowercase letters are used, add an apostrophe and an *s*.

x's and *y*'s
M.A.'s and Ph.D.'s

Compounds and Hyphenation

- 3.12** Hyphenate words combined to form a unit modifier immediately preceding the word or words modified if the unit modifier is hyphenated in the latest edition of *Webster's* or if the meaning would not be clear without the hyphen.

long-term loan
well-known man
service-connected disability

but

civil rights case
flood control project

- 3.13** Do not hyphenate a two-word unit modifier when the first element of the modifier is an adverb ending in *ly* or if the first element of a three-word modifier is an adverb that modifies the noun.

a highly successful action

- 3.14** Do not hyphenate unit modifiers that are proper names, organizations, and military units.

field grade officer

25th Division forces

air support control

tank destroyer battalions

- 3.15** In general, do not hyphenate prefixes. For exceptions, see **3.16–19**.

antiaircraft

postwar

semiofficial

counterintelligence

outnumbered

subsection

coordinate

reenlistment

transship

- 3.16** Hyphenate the prefix *ex* and the combining form *self*. Hyphenate the adjective *quasi* when combined with another adjective, but write it as a separate word when modifying a noun.

ex-governor

quasi-judicial

self-interest

quasi argument

- 3.17** Hyphenate to join duplicating prefixes and to join a prefix or initial combining forms to a capitalized word.

sub-subcommittee

trans-African

but

transatlantic

transpacific

3.18 Hyphenate to avoid tripling a consonant or doubling a vowel except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*.

bell-like
semi-independent
hull-less
anti-inflation
reenlist

but

cooperation

3.19 Hyphenate to avoid ambiguity.

re-form [a unit]
re-create [create again]
pre-position

3.20 In general, do not hyphenate suffixes; except see **3.21**.

clockwise
twentyfold
warlike

3.21 Hyphenate *elect* and *odd*

president-elect
twenty-odd

Italics

3.22 Set in italics any words or terms that are singled out as words.

the word *beachhead*

3.23 Italicize key terms when first introduced in text. Thereafter, set in roman.

The two chief tactics of this group, *obstructionism* and *misinformation*, require careful analysis.

3.24 Do not italicize normally italicized words when they appear in an italicized passage (such as photo captions).

The USS Henrico is pictured on the right.

3.25 Do not italicize the possessive portion of an italicized word or phrase.

the *101st Regiment's* commander
the *Eltinge's* deck.

3.26 Use italics when referring to individual letters and combinations of letters of the alphabet.

the letter *q*

a lowercase *n*

a capital *W*

The plural is usually formed in English by adding *s* or *es*.

He signed the document with an *X*.

I need a word with two *e*'s and three *s*'s.

3.27 Do not italicize letters that are used to represent shapes; capitalize and set in roman type (an *S* curve, an *L*-shaped room).

3.28 Do not italicize commonly used Latin terms. For further guidance on treatment of foreign words and phrases; see **3.49–53**.

ad hoc

ca.

cf.

de facto

e.g.

et al.

etc.

habeas corpus

i.e.

ibid.

passim

viz.

vs.

but

Italicize *sic*.

“Mindful of what has been done here by we [*sic*] as agents of principle.”

Quotations and Dialogue

3.29 Rekey all quoted material *exactly* as in the original. Avoid exceedingly long quotations or many quoted single words or phrases. If a quotation of several pages is necessary, consider making it an appendix. For permissible changes to quoted material, see **3.38–42**.

3.30 *Permission to reprint.* If an author quotes from any copyrighted publication to an extent of 500 words or more, written permission must be obtained from the publisher to use the quoted passages.

3.31 Use ellipsis points (three spaced dots) to indicate omissions within a quoted passage. For formatting ellipsis points, see **2.29**. For other punctuation with ellipsis points, see **3.40**.

Since there is only one war, “friendly forces have got to . . . carry the battle to the enemy.”

One senior U.S. general declared in August 1950 that “the North Korean guerrillas are . . . at present the single greatest headache to U.S. forces.”

3.32 Use a period followed by ellipsis points after a complete sentence to indicate the omission of the beginning of the next sentence, the omission of a complete sentence, or the omission of one or more paragraphs.

“Pressure is put on the enemy wherever and whenever he is found, using tactics best suited to the situation. . . .”

Secretary of War John C. Calhoun reported that “to garrison the forts in the maritime frontier alone would require . . . more than thrice our present number alone to repel the assaults. . . .”

3.33 Direct quotations of any length require separate footnotes. Place the footnote reference number at the end of a sentence regardless of where the quotation falls within the sentence. For additional guidance on footnotes, see **8.20**.

3.34 A quotation may be introduced with *that* when the quoted material is used as a syntactical continuation of the introductory text (in such cases the quotation begins with a lowercase letter even if the original is a complete sentence); use a colon with terms such as *wrote*, *declared*, or *reported*. A colon should be used if the introductory text is a complete sentence.

General Pershing made clear that “revolutions begin when. . . .”

General March reported: “At the time the armistice with Germany was signed. . . .”

Run-In and Block Quotations

3.35 *Run-in quotations.* Quotations comprising fewer than five lines of text (in the final page layout) should be run in with the text and enclosed in quotation marks.

- 3.36** *Block quotations.* Quotations of five or more lines (in final page layout) should be separated from surrounding text and set as block quotations. A block quotation should be set in a type size one or two points smaller than the main body text and indented from both margins. The block quotation is set apart from the surrounding text with extra spacing above and below the quoted material. Do not indent the first line of a block quotation (even if the quoted material is indented). If the quotation includes more than one paragraph, indent the second and subsequent paragraphs.
- 3.37** Use double quotation marks rather than single to indicate a quoted phrase within a block quotation.

Permissible Changes to Quoted Material

- 3.38** Single quotation marks may be changed to double, and double changed to single.
- 3.39** The first letter may be changed to a capital or a lowercase letter.
- 3.40** The final period may be omitted or changed to a comma as required, and punctuation may be omitted where ellipsis points are used.
- 3.41** When quoting text that contains notes and note reference marks, the original notes and reference marks may be omitted and summarized in the accompanying text. Alternatively, the original notes may be addressed in an accompanying footnote with an explanatory comment, such as “Johnson cites Nelson and Gateman.”
- 3.42** Obvious typographic errors may be corrected silently (without comment or *sic*) whereas the idiosyncratic spelling in passages quoted from older works is generally preserved.

Huntington wrote in frustration on 7 July 1780: “They Patiently see our Illustrious Commander at the head of 2,500 or 3,000 Ragged tho Virtous & good Men . . . without Meat without Cloathing, & paid in filthy Rags.”

If spelling and punctuation are modernized or altered for clarity, readers must be so informed in a note, the preface, or elsewhere as appropriate.

Lists

- 3.43** Avoid using numbered lists except when describing specific ordered steps in a process.
- 3.44** Ensure that bulleted lists are parallel; that is, make each item in the list either a full sentence or a phrase and begin each item with the same part of speech.
- 3.45** Introduce a bulleted or numbered list with a colon (regardless of whether the introductory material is a phrase or complete sentence) and capitalize the first word in each list item.

Detailed analysis of training requirements produced the following mission-essential task list:

- Exercising the base camp reaction force
- Responding to media queries, both approved and unapproved
- Responding to civilian requests for food
- Protecting European Union sanctions enforcement personnel
- Conducting VIP briefings
- Reinforcing a temporary observation post
- Responding to hostile Macedonian civilians

- 3.46** *Full sentence style.* Introduce the list with a colon and place a period after each bulleted item. Each item in the list must be styled in the same manner.

Once the decision to march south was made, the army staffs had three equally important tasks to accomplish concurrently:

- Provide the logistics for the march.
- Maintain secrecy and deceive British officers of their true intentions.
- Establish and maintain posts for observing British forces in New York.

3.47 *Phrase style.* Introduce the list with a colon and use no punctuation for the bulleted items. Each item in the list must be styled in the same manner.

The following officials are responsible for ensuring awareness of the Army's accommodation of religious practices policies:

- Judge Advocate General
- Chief of Chaplains
- Superintendent, U.S. Military Academy
- Commanding General, U.S. Army Training and Doctrine Command (TRADOC)
- Commanding General, U.S. Army Recruiting Command (USAREC)

3.48 *Numbered lists in running text.* Use parentheses to set off numbered items in running text. Use the same punctuation that would be used if the numbers and parentheses were not there. For guidance on introducing the list, see **2.12**.

The square infantry division of World War I operated with three major groups: (1) two 75-mm. gun regiments, each supporting one infantry brigade of two regiments; (2) a 155-mm. howitzer regiment supporting the division as a whole; and (3) a trench mortar battery, all under an artillery brigade headquarters.

Foreign Words and Phrases

3.49 Do not italicize foreign words and phrases that are familiar to most readers or are listed in *Webster's*. For Latin terms, see also **3.28**.

a priori
apartheid
apropos
avant-garde
blitzkrieg
bonafide
coup d'état
machismo

3.50 Italicize foreign words or phrases that are likely to be unfamiliar to the reader. If a translation follows a foreign word or phrase, enclose the translation in parentheses or brackets in quoted material. For foreign military terms, see **1.54–60**. For foreign geographic terms, see **4.15–17**.

He said *une poele* (frying pan), not *un poele* (stove).

France employed several traditional colonial military techniques, including raids, encirclements, and *tache d'huile* (oil spot) operations.

Stratemeyer wrote: "We stand ready to assist again when and if the occasion arises. Maná del Cielo [Manna from Heaven] will arrive pronto."

3.51 If a foreign word that is not listed in *Webster's* is used repeatedly throughout a work, italicize the word only on its first occurrence; thereafter, set in roman type.

3.52 Do not italicize foreign proper nouns.

A history of the Comédie-Française has just appeared.

Leghorn—in Italian, Livorno—is a port in Tuscany.

3.53 An entire sentence or a passage of two or more sentences in a foreign language is usually set in roman and enclosed in quotation marks.

Word Division and Line Breaks

3.54 Do not divide short words (five or fewer letters).

3.55 Do not divide one-syllable words (*bombed, aimed, prayer*).

3.56 Do not divide words leaving a single letter either at the beginning or end of a line (*o-ver, e-ven, u-nite*).

3.57 Do not carry two-letter end syllables to the next line (*clin-ic, surpris-es, loss-es*).

3.58 Divide words according to pronunciation. When in doubt, consult *Webster's*.

democ-racy or de-mocracy [*not* demo-cracy]

3.59 Wherever possible, words should be divided after prefixes and at the natural breaking point for solid compound words (*pre-cursor, bombard-ment, key-board, heli-copter*).

3.60 Hyphenated compounds should be divided only at the hyphen.

Japanese-American [*not* Japanese-Ameri-can]
Bosnia-Herzegovinia [*not* Bosnia-Herzego-vinia]
self-determination [*not* self-determina-tion]

3.61 Do not break proper nouns, especially personal names, if at all possible. If a break within a name is needed, consult *Webster's* for guidance.

A personal name with one or more middle initials should be broken *after* the initial or initials. Avoid a break before a number, *Jr.*, or *Sr.*

Frederick L. / Anderson
M. F. K. / Fisher
Eliz- / abeth II) [if absolutely necessary]

3.62 Do not break large numbers expressed as numerals.

3.63 Do not break abbreviations used with numerals.

24° F.
6:35 p.m.

3.64 Do not separate a number or letter, such as (3) or (B), used in a run-in list from the beginning of what follows it. If it occurs at the end of a line, it should be carried over to the next line.

3.65 In dates, do not separate the month from the day, regardless of which dating style is used—military (preferred) or traditional.

30 March / 2008 [*not* 30 / March 2008]
April 17, / 1988 [*not* April / 17, 1988]

3.66 Do not separate references to specific parts of a publication (such as Chapter 6, Volume II, page 45, Map 3, Table 12) from the associated numerical designations, such that the number begins the next line of text.

- 3.67** If it becomes necessary to break a URL or an e-mail address, do not use a hyphen. The break should be made between elements (after a colon, a slash, a double slash, or the @ symbol) but before a period or any other punctuation or symbols. To avoid confusion, in URLs containing hyphens, don't break at the hyphen.

http://
www.army.mil/cmh/bookshelves.html

or

http://www
.army.mil/cmh/bookshelves.html

or

www.army.mil/cmh/book
shelves.html

- 3.68** Do not allow more than three succeeding lines to end in hyphens.
- 3.69** Do not break a word at the end of a carryover page (an odd-numbered page where the reader must turn the page to read the rest of the word). It is permissible to break a word at the end of a column or facing page; however, this practice should be avoided.
- 3.70** Do not break a line before or in the middle of a set of ellipsis points.

Candidate for a Pullet Surprise

Mark Eckman and Dr. Jerrold H. Zar

Eye halve a spelling chequer
It came with my pea sea
It plainly marques four my revue
Miss steaks eye kin knot sea.

Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write
It shows me strait a weigh.

As soon as a mist ache is maid
It nose bee fore two long
And eye can put the error rite
Its rare lea ever wrong.

Eye have run this poem threw it
I am shore your pleased two no
Its letter perfect awl the weigh
My chequer tolled me sew.

Geographic Terms

Anybody who believes that the way to a man's heart is through his stomach flunked geography.—Robert Byrne

The CMH Publishing Division cartographer, in consultation with the U.S. Board on Geographic Names, is the final authority on the proper form and spelling of geographic terms. For assistance with specific geographic terms, consult the CMH Publishing Division, Production Branch.

Capitalization

- 4.1** Capitalize specific geographic features that are formally part of a proper name.

Euphrates River
Tora Bora Mountains
Persian Gulf
Gulf of Tonkin
Shin Narai Valley
Shamali Plains
Subic Bay

but

the Pacific coast
the Georgia mountains

- 4.2** Capitalize the words *port* and *harbor* if part of the name.

Port of Kuwait
Pearl Harbor

but

the port at Qui Nhon

- 4.3** Capitalize words such as *fort*, *camp*, *combat outpost*, *landing zone* when part of a proper name, both singular and plural.

Fort Lesley J. McNair
Camp Enari
Combat Outpost Rabi
Forward Operating Base Pacesetter

- 4.4** Capitalize general political and military area names that are typically capitalized in common usage; lowercase names of geographical areas.

Sunni Triangle

French Indochina

Eastern Europe [political sense, Cold War]

the North [meaning North Vietnam or North Korea]

Middle East

Central Asia

the East [the Orient]

but

northern Baghdad

northern China

the east coast of Mexico

- 4.5** Capitalize special military designations indicating particular areas or boundaries. Do not capitalize generic terms.

International Zone

Green Zone

McNamara Line

European Theater of Operations

17th Parallel

Demilitarized Zone

Hill 601

but

the British sector

theater of operations

- 4.6** Capitalize common nouns in names of structures, thoroughfares, and public places only when the name has specific official or formal status. When words such as *river*, *street*, *building*, *bridge*, *park*, and *square* stand alone, they are lowercased.

Times Square

Empire State Building

Route 4

Kinh Xang Canal

Golden Gate Bridge

but

Wonju-Hoengsong road [indicating unnamed road between the two places]

the Han River bridge [generic]

the canal

Abbreviations

- 4.7** *U.S. states and territories.* Spell out the names of states, territories, and possessions of the United States in text when standing alone and when following the name of a city (except for D.C.). Only use the two-letter, no-period state abbreviations when followed by a zip code. (Note that some states and territories are never abbreviated.) See *Table 4-1* for a list of acceptable abbreviations for states and territories.

- 4.8** Abbreviate place names with *Saint* in text.

St. Louis

St. Paul

St. Lawrence

- 4.9** Do not abbreviate *county*, *fort*, *point*, or *port* in text; but where space is at a premium, it is permissible to so do in tables, charts, lists, and source footnotes. *San* and *Santa* (e.g., San Diego, Santa Barbara) are never abbreviated.

Fort Myer

Port Arthur

- 4.10** Use commas to enclose abbreviations of states, provinces, and territories when they follow the name of a city.

Recruits came from Bedford, Pa., and Jamestown, N.Y.

Sergeant Spiegel has lived in Washington, D.C., all her life.

Note: Generic terms as elements of geographic names should be abbreviated only where space is at a premium (such as tables and maps).

- 4.11** Do not abbreviate names of countries (except USSR) when used as nouns. Nouns used as modifiers, particularly in organizational designations, may be abbreviated.

the United States

U.S. Army Center of Military History

the Republic of Korea

Table 4-1. U.S. State and Territory Abbreviations

State/ Territory	Abbreviation		State/ Territory	Abbreviation	
	Short	Long		Short	Long
Alaska	AK	Alaska	Montana	MT	Mont.
Alabama	AL	Ala.	North Carolina	NC	N.C.
Arkansas	AR	Ark.	North Dakota	ND	N.Dak.
American Samoa	AS	American Samoa	Nebraska	NE	Neb.
Arizona	AZ	Ariz.	New Hampshire	NH	N.H.
California	CA	Calif.	New Jersey	NJ	N.J.
Colorado	CO	Colo.	New Mexico	NM	N.Mex.
Connecticut	CT	Conn.	Nevada	NV	Nev.
District of Columbia	DC	D.C.	New York	NY	N.Y.
Delaware	DE	Del.	Ohio	OH	Ohio
Florida	FL	Fla.	Oklahoma	OK	Okla.
Georgia	GA	Ga.	Oregon	OR	Ore.
Guam	GU	Guam	Pennsylvania	PA	Pa.
Hawaii	HI	Hawaii	Puerto Rico	PR	Puerto Rico
Iowa	IA	Iowa	Rhode Island	RI	R.I.
Idaho	ID	Idaho	South Carolina	SC	S.C.
Illinois	IL	Ill.	South Dakota	SD	S.Dak.
Indiana	IN	Ind.	Tennessee	TN	Tenn.
Kansas	KS	Kans.	Texas	TX	Tex.
Kentucky	KY	Ky.	Utah	UT	Utah
Louisiana	LA	La.	Virginia	VA	Va.
Massachusetts	MA	Mass.	Virgin Islands	VI	Virgin Islands
Maryland	MD	Md.	Vermont	VT	Vt.
Maine	ME	Maine	Washington	WA	Wash.
Michigan	MI	Mich.	Wisconsin	WI	Wisc.
Minnesota	MN	Minn.	West Virginia	WV	W.Va.
Missouri	MO	Mo.	Wyoming	WY	Wyo.
Mississippi	MS	Miss.			

4.12 If necessary for space consideration in tables, maps, and charts, country names may be abbreviated. Do so with care, however, because no universal standard exists for country name abbreviations. Provide a key to any abbreviations that are used; either in the overall list of acronyms and abbreviations for the entire text or in source/reference material immediately following the table, map, or chart.

4.13 In mailing addresses, tables, maps, and the like, use the following abbreviations:

Ave.	Bldg.
Blvd.	Ct.
Dr.	Expy.
Hwy.	La.
Pkwy.	Pl.
P.O. Box	Rd.
Rm.	Rte.
Sq.	St.
Ste.	Terr.

4.14 Follow single-letter compass points that accompany a street name with a period. Two-letter compass points do not require a period. Note that, when used in an address, the abbreviations *NE*, *NW*, *SE*, and *SW* remain abbreviated even in text with no commas separating them from the street name. See also **2.19**.

1060 E. Prospect Ave.

456 NW Lane St.

I stayed in a building on M Street SW, close to the city center.

Never abbreviate a compass point that is the name (or part of the name) of a street or a place name (e.g., South Ave., Northwest Hwy., South Shore Dr., West Bend, East Orange).

Foreign Geographic Terms

4.15 Do not italicize foreign geographic names.

4.16 Translate foreign common nouns such as *river*, *peninsula*, *canal*, *channel*, and *bay* in names of well-known or commonly translated features.

Bay of the Seine
Mekong River

but

Cap de la Hague
Song Thai Binh

If the meaning of the foreign common noun is obscure, translate at first mention.

Hamam al Alil, a facility south of Mosul
Ap Bia, a village near . . .
Rach Ba Rai, a stream flowing into . . .
Nui Ba Den, a mountain near . . .

4.17 If a place is not named on an official map but received a name as a result of a military operation, use the name that appears in the military records of the operation.

Numbers

There is no safety in numbers, or in anything else.

—James Thurber

Express in Words

- 5.1** Spell out whole numbers from one through one hundred, and any number beginning a sentence.

Thirty-two soldiers from eleven divisions attended the three-day course.

The property is held for ninety-nine years.

The three new parking lots will provide space for 542 more cars.

- 5.2** Spell out round numbers—hundreds, thousands, hundred thousands, and millions—whether used exactly or as approximations.

A millennium is a period of one thousand years.

Some forty-seven thousand persons attended the ceremony.

The building is three hundred years old.

The population of our city is more than two hundred thousand.

- 5.3** Spell out indefinite expressions consisting of round numbers.

There were about ten thousand troops on the island.

The work cost about a million dollars.

- 5.4** Spell out simple fractions.

one-half yard

three-quarters finished

two-thirds of the staff

- 5.5** Spell out whole numbers and fractions if short, or use numerals.

three and one-quarter miles

The report was issued on 8½ x 11 paper.

That wall was exactly 6 feet 5¼ inches high.

When expressing fractions in numerals, set the numerator over the denominator as in the examples used above (*not* 8 1/2 x 11).

Express in Figures

5.6 Use figures for clock time, dates, compound measurement, decimals, degrees, money, certain military units, numbers used in conjunction with D-Day and H-Hour, and page, chapter, and volume numbers. For military dates, see **6.1**; and time, see **6.9**.

5.7 When indicating round sums of money, of a million or more, use a combination of figures and words.

\$1.5 million [*not* \$1,500,000]

5.8 Use figures for numbers of 101 or more, and related numbers in a passage when the greatest is 101 or higher.

of the 125 rifles, only 15 were repairable

5.9 Use commas in figures containing four or more digits, except serial numbers, dates, and page numbers.

3,001

54,988

56,743,293

5.10 Use figures for numbers of more than one word when used in unit modifiers.

155-mm. howitzer

77-year-old man

but

three-year-old truck

twenty-inch beam

5.11 Use figures for numbers preceding the word *percent*. This usage does not affect the treatment of other numbers in the same sentence.

the five soldiers had 20 percent of the ammunition

5.12 When using ordinal numbers, omit the letters *n* and *r*.

22d Brigade

23d Division

5.13 If each of two consecutive numbers is less than a hundred, give the second number in full.

pp. 50–55

- 5.14** In connecting consecutive numbers greater than one hundred, omit hundreds from the second number unless the second number has a different hundred base or the omission would result in joining three ciphers. For connecting consecutive dates, see **6.6**.

395–97

501–07

272–92

but

395–402

200–203 [*not* 200–03]

Multiple Numbers

- 5.15** Numbers paired at the beginning of a sentence should be styled alike. If the first word of the sentence is a spelled-out number, the second, related number is also spelled out.

Sixty to seventy-five acres were destroyed.

- 5.16** Numbers that form a pair or a series referring to comparable quantities within the series should be treated consistently. The style of the largest number in the series determines the style of the other numbers. Thus, a series of numbers that includes some which would ordinarily be spelled out might all be written as figures. Use figures to express all the numbers in a series if one of those numbers is a mixed or simple fraction.

Several buildings—one of 103 stories, two of more than 600, and five of only 5—were targeted by the terrorists.

The population grew from an initial 15,000 in 1990 to 21,000 by 2000 and 34,384 by 2001.

During the war, all cadets received 130 lessons and 46 hours of field training in counterinsurgency, plus 73 lessons of related instruction.

The three jobs took 5, 12, and 4½ hours to complete.

This rule applies to ordinal numbers as well.

The restaurant on the forty-fifth floor has a splendid view of the city. She found herself in 125th position out of 230 applicants.

The 22d and 23d days of the operation were marked by renewed attacks.

Dates, Time, and Measurements

We must not allow the clock and the calendar to blind us to the fact that each moment of life is a miracle and a mystery.—H. G. Wells

Dates

- 6.1** *Dates.* Use the military day-month-year dating system (without punctuation). When only the month and year are given, or a specific day (such as a holiday) and year, no punctuation is needed. When referencing the title of a published work or quoting a passage the contains month-day-year style dates, do not change to military dating; in these cases, use commas both before and after the year.

The Continental Congress formally prescribed the composition of the new organization on 2 December 1775.

On 1 August 2003, General Schoomaker succeeded General Shinseki as chief of staff.

Another 105-mm. howitzer battalion was organized for the division in October 1943.

Benedict Arnold, the American traitor, arrived in Portsmouth on New Year's Day 1781.

According to his report, "the April 1, 2000, press conference elicited little new information."

- 6.2** Do not use ordinal numbers in expressions of full dates. They may be used, however, to express a date without an accompanying year, especially in a commemorative sense.

the Fourth of July
September 11th

- 6.3** Abbreviate months and days of the week only in tables, charts, and footnotes (where space is typically at a premium). For appropriate abbreviations, see **6.4–5**.

29 Jun 76

not

29 June 76
29 Sep 1976

Do not use all-figure dating (such as 6-8-07 or 6/8/07) to avoid confusion.

- 6.4** When the names of months must be abbreviated for space considerations, use the following three-letter abbreviations. (Note: Omit periods in footnotes; see **8.26**.)

Jan.	Jul.
Feb.	Aug.
Mar.	Sep.
Apr.	Oct.
May	Nov.
Jun.	Dec.

- 6.5** When days of the week must be abbreviated, use the following abbreviations. (Note: Omit periods in footnotes; see **8.26**.)

Sun.
Mon.
Tues.
Wed.
Thurs.
Fri.
Sat.

- 6.6** In connecting consecutive dates, use all four digits for the years separated by an en dash (see **2.39**).

1880–1895
1997–2004
2000–2001

not

1880–95
1900–06

- 6.7** Do not capitalize the term *fiscal year*. When abbreviating, use the following convention: FY YYYY.

FY 2008

- 6.8** Hyphenate *century* when used as a compound adjective before, but not after, a noun.

twentieth-century artillery
mid-eighteenth-century officers

but

the uniforms were nineteenth century

Time

- 6.9** Indicate time in connection with military activity on the 24-hour basis. It is not necessary to add the word *hours*. If a volume does not deal with battlefield activity, it is permissible to refer to time in the standard manner.

Action started at 0845.

Congress recessed at 11:15 p.m.

- 6.10** Do not use *at about* to indicate an approximate designation of time. *About* is sufficient: “about 0600.”

- 6.11** In specifying time before or after D-Day or H-Hour, give the unit of time following the numerals only if the unit is different from that symbolized by the letter. “D plus 120” means 120 days after D-Day. “H minus 4” means four hours before H-Hour.

but

D plus 4 months

H minus 4 minutes

Note: Write out *plus* and *minus* in text rather than using symbols.

- 6.12** The following abbreviations are used in text and elsewhere.

a.m.

p.m.

The abbreviations *a.m.* and *p.m.* should not be used with *morning*, *afternoon*, *evening*, *night*, or *o'clock*, nor should they be used when using the 24-hour (military) time reference (use either 3:30 p.m. or 1530). Avoid redundancy, as in “0600 in the morning.”

6.13 Time zones, where needed, are usually given in parentheses—for example, 4:45 p.m. (CST).

EST	eastern standard time
EDT	eastern daylight time
CST	central standard time
CDT	central daylight time
MST	mountain standard time
MDT	mountain daylight time
PST	Pacific standard time
PDT	Pacific daylight time
ZULU	Greenwich mean time

Measurements

6.14 Do not abbreviate or use symbols for most units of measure.

15 kilometers
5 feet 8 inches

but

105-mm. howitzers
12.7-cm. gun

6.15 Use symbols to express latitude and longitude.

latitude 52°33'05" north
longitude 128°15'12" west
longitudes 165° west and 170° east

Note: Use primes (') and double primes ("), not quotation marks (' , ").

6.16 Use figures and a degree symbol to express temperature.

32°F

Note: Degree symbol immediately precedes abbreviation for Farenheit or Celcius; abbreviation requires no period; and no spacing between elements.

Tables, Charts, Maps, and Photographs

Treat your friends as you do your pictures, and place them in their best light.—Jennie Jerome Churchill

General

- 7.1** Insert references to tables, charts, and maps at applicable portions of text. References should be capped, italicized, and enclosed within parentheses. (Do not italicize parentheses; see 2.2.)

(*Chart 3*)

(*Table 2*)

(*Map 5*)

- 7.2** References to an illustration that does not appear on the same or facing page should add the word *See*.

(*See Table 2.*)

(*See Map 5.*)

- 7.3** Keep unnumbered tables, charts, and maps to a minimum.

Tables

- 7.4** Number tables sequentially throughout the work using arabic numerals followed by an em dash and the title in initial caps.

Table 20—Distribution of Infantry OCS Quotas Among Major Categories

- 7.5** Any applicable date or period of time should immediately follow the main words of the title, preceded by a comma.

Table 15—Armored Division Artillery, 1940–1945

- 7.6** Units of measure applicable to the entire table should be given either in the title or directly below the title in parentheses and in upper and lower case, as (*Millions of Dollars*). Units of measure applicable to only some of the columns of the table should be shown in the applicable column headings.

- 7.7 All columns, including the stub (the guiding entries in the left-hand column), should have headings and are set in initial caps.
- 7.8 Use boxed headings in tables having more than two columns. Use vertical lines for columns, and horizontal lines at the top and bottom of the table, whenever there are boxed headings.
- 7.9 For column totals, indent the word *Total* from the left-hand margin. Indent subtotal captions halfway between the margin and the total caption.
- 7.10 Where space is at a premium, abbreviate units of time, military units, rank, and units of measurement. (Omitting periods is permissible, if necessary.) Abbreviate consistently within each table, or not at all. Avoid symbols, such as % and #, and the abbreviation for number (*No.*) in column headings.
- 7.11 Use superscript letters (^{a, b, c}) for table footnote references.
- 7.12 List the source of the data in the table directly below the footnotes, separated by a space. Follow the word *Source* (italicized, initial capped, and indented) with a colon.
- 7.13 If a table continues beyond a single page, repeat the table number and the full title. Place the word *Continued* after the title in parentheses.

Table 10—Artillery Organization, 1877 (Continued)

Charts

- 7.14 Use arabic numerals to number charts. Set title and indicate sources in the same form as prescribed for tables. (See 7.4, 7.5, 7.12, 7.13.)
- 7.15 Use superscript letters (^{a, b, c}) for chart footnote references.

Photographs

- 7.16 *Captions.* Photograph captions may be either phrase or sentence style. Full sentence captions require a terminal period; phrase style requires no period. Strive to maintain consistency within a particular work.

- 7.17** Photograph captions are set directly below the photograph. Caption text may be set in either roman type or italics. When using italics, caption text that would otherwise be set in italics should be set in roman type to distinguish from italicized text.

The American Soldier, 1781, by H. Charles McBarron

- 7.18** When including editorial references, direction, notes, and the like in captions, enclose in parentheses and set in either roman type (if the remainder of the caption is set in italics) or italics (if the remainder of the caption is roman).

General Kennedy (right) with Lt. Gen. William F. Cassidy in June 1968 Army engineer project in Turkey included the barracks in Cakmakli and a water tower (inset) under construction in Izmit.

Specialist Gridley, Specialist Soto (*prone*), Staff Sergeant Lewis (*kneeling*), and Private Poirier (*walking with AT4 missile launcher*)

Engraving by J. Ward from a painting by W. Beechey, 1799
(*National Archives*)

Maps and Diagrams

- 7.19** Number maps in sequential order throughout. Capitalize the word *Map*, italicize the entire reference, and place below the map (flush with either left or right edge of map).

Map 9

- 7.20** Set diagram titles in roman and initial caps. Format diagram titles same as table titles. (See **7.4**, **7.5**, **7.13**.)

Diagram 4—Riverine Operation and Base Defense

Documentation

First you're an unknown, then you write one book and you move up to obscurity.—Martin Myers

The following sections on documentation provide general rules and advice for citing sources in a consistent and informative way. Refer to the *Chicago Manual of Style* 15th edition for help with specific citation issues not addressed here.

Bibliography

The bibliography often includes a narrative portion followed by individual sections that serve to organize the bibliographic material. These sections may be titled Books, Articles, Government Publications, Unpublished Works, and the like. One of these sections should also detail the various archival collections used in writing the historical work.

Books

8.1 *General form for books.* Author [last name first]. *Title*. Place [City, State]: Publisher, Year.

McNaughton, James C. *Nisei Linguists: Japanese Americans in the Military Intelligence Service During World War II*. Washington, D.C.: U.S. Army Center of Military History, 2006.

Howard, Michael, ed. *The Laws of War: Constraints on Warfare in the Western World*. New Haven, Conn.: Yale University Press, 1994.

Clark, Wesley. *Winning Modern Wars: Iraq, Terrorism, and the American Empire*. New York: Public Affairs, 2003.

Kitano, Harry H. L. *Japanese Americans: The Evolution of a Subculture*, 2d ed. Englewood Cliffs, N.J.: Prentice-Hall, 1976.

The Military History Institute of Vietnam. *Victory in Vietnam: The Official History of the People's Army of Vietnam, 1954–1965*. Translated by Merle L. Pribbenow. Lawrence: University Press of Kansas, 2002.

8.2 *Two or three authors.* First author [last name first], subsequent authors [first name first].

Grathwol, Robert P., and Donita M. Moorhus. *Building for Peace: U.S. Army Engineers in Europe, 1945–1991*. U.S. Army in the Cold War. Washington, D.C.: U.S. Army Center of Military History, 2005.

Hosmer, Stephen T., Konrad Kellen, and Brian M. Jenkins. *The Fall of South Vietnam: Statements by Vietnamese Military and Civilian Leaders*. New York: Crane, Russak & Co., 1980.

Scales, Robert H. Jr., and Williamson Murray. *The Iraq War: A Military History*. Cambridge, Mass.: Harvard University Press, 2003.

8.3 *More than three authors.* First author [last name first] followed by “et al.” For using punctuation with “et al.,” see **2.23**.

Briscoe, Charles H., et al. *Weapon of Choice: U.S. Army Special Forces in Afghanistan*. Fort Leavenworth, Kans.: Combat Studies Institute Press, 2004.

Stouffer, Samuel A., et al. *The American Soldier*, vol. 1, *Adjustment During Army Life*. Princeton, N.J.: Princeton University Press, 1949.

8.4 Chapter in a book.

Love, Robert W. Jr. “Fighting a Global War, 1941–45.” In *In Peace and War: Interpretations of American Naval History, 1775–1984*, 2d ed. Edited by Kenneth J. Hagan. Westport, Conn.: Greenwood Press, 1984.

or

Howard, Michael, ed. *The Laws of War: Constraints on Warfare in the Western World*. New Haven, Conn.: Yale University Press, 1994, ch. 3.

Kissinger, Henry A. *Nuclear Weapons and Foreign Policy*. Boulder, Colo.: Westview Press, 1984, chs. 2, 12.

8.5 Multivolume works.

Calvocoressi, Peter, Guy Wint, and John Pritchard. *Total War*, vol. 2, *The Greater East Asia and Pacific Conflict*, rev. 2d ed. New York: Pantheon, 1989.

Morison, Samuel E. *History of U.S. Naval Operations in World War II*, 15 vols. Urbana: University of Illinois Press, 2001–2002, vols. 1, 3, 4.

8.6 *In-text references.* Use the following form when citing published works in running text, such as in a bibliographic narrative. For periodicals, see **8.9**.

William A. Ganoe's *The History of the United States Army*, rev. ed. (New York: D. Appleton-Century Co., 1943) gives a thorough analysis of the issue.

Periodicals

- 8.7** *General form for periodicals.* Author [last name first]. "Article Title." *Periodical Title* Volume Number (Date [Month and Year, or Year only]): Page Reference [full range].

Barr, Alwyn. "Confederate Artillery in the Trans-Mississippi." *Military Affairs* 27 (Summer 1963): 77–83.

DeShazo, Thomas E. "Field Artillery Missiles." *Army Information Digest* 11 (December 1956): 102–07.

Grossman, Frank D. "Artillery in Vietnam." *Ordnance* 52 (November-December 1967): 270.

Suzuki, Peter T. "Analyses of Japanese Films in Wartime Washington." *Asian Profile* 23, no. 5 (1995): 371–80.

Note: Use an en dash to indicate a span of page numbers (pp. 24–32). Use a hyphen to indicate the issue date of a bimonthly publication (January-February 2006). Also note space between colon and page number.

- 8.8** *Newspapers and weekly publications.* Do not cite page numbers as these publications often undergo multiple editions that may relocate specific items.

Ricks, Thomas E. "Military Envisions Longer Stay in Iraq." *Washington Post*, 10 June 2007.

McCullough, David. "History: 1776—Washington's War." *Newsweek*, 15 May 2005.

Note: When referencing newspapers and periodicals in text, the article *the*, even if part of the official title, is lowercased and not italicized.

- 8.9** *In-text references.* Use the following form when citing published works in running text, such as in a bibliographic narrative. For books, see **8.6**.

Edwin W. Kenworthy's "The Case Against Army Segregation," *Annals of the American Academy of Political and Social Science* 275 (1951): 27–33,

Government Publications

- 8.10** Give title in full at first mention; subsequently use a shortened form.

U.S. Congress, Senate, Committee on Judiciary, *War Contract Hardship Claims: Hearings on S. 1947*, 79th Cong., 2d sess., 1946, p. 31.

Senate, Comm. on Judiciary, *War Contract Hardship Claims*, 79th Cong., 2d sess., p. 32.

U.S. Congress, House, Committee on Interior and Insular Affairs, *Fire Island National Seashore, N.Y.: Report to Accompany H.R. 7107*, 88th Cong., 2d sess., 1964, H. Rpt. 1638, p. 6.

U.S. Congress, House, *Congressional Record*, 77th Cong., 1st sess., July 1, 1945, p. 88. (If daily edition.)

U.S. Department of State, *Trade Expansion Act of 1962*, Commercial Policy Series, no. 196, pp. 21–25.

Unpublished Works

- 8.11** When citing unpublished works (such as a dissertation or thesis) provide as much information as possible using the same general format as for periodicals; see **8.7–9**.

Cary, Norman Miller. "The Use of Motor Vehicles in the United States Army, 1899–1939." Ph.D. diss., University of Georgia, 1980.

Stadler, Gerald Philip. "Artillery Employment in the Civil War." Master's thesis, Duke University, 1968.

World Wide Web References

- 8.12** With the advent of the World Wide Web, the Internet has become an increasingly important tool for historical research. However, because Internet content is inherently transient and impermanent, citing electronic sources is discouraged. If an Internet source is used in a CMH book or monograph, the author is required to print the reference, retain that printed copy as part of the author's permanent research record, and cite it as "Historians files, CMH"; see **8.35**.
- 8.13** When citing a URL (universal resource locator) address in less formal text, such as articles, reports, information papers, and memorandums, do not underline or italicize the reference and include the full URL.

<http://www.history.army.mil>
<http://www.opm.gov/veterans/html/vetsinfo.asp>

Arrangement of Entries

- 8.14** A single-author entry precedes a multiauthor entry beginning with the same name.

Brodie, Bernard. *War and Politics*. New York: Macmillan, 1973.

Brodie, Bernard, and Fawn M. Brodie. *From Crossbow to H-Bomb*, rev. ed. Bloomington: Indiana University Press, 1973.

- 8.15** List successive multiauthor entries alphabetically by the coauthors' last names.

Elisseeff, Serge, Hugh Borton, and Edwin O. Reischauer, eds. *A Selected List of Books and Articles on Japan in English, French, and German*. Washington, D.C.: Committee on Japanese Studies, American Council of Learned Societies, 1940.

Elisseeff, Serge, and Edwin O. Reischauer. *Elementary Japanese for University Students*. Cambridge, Mass.: Harvard-Yenching Institute, 1941.

- 8.16** Use a 3-em dash followed by a period to represent the same author or editor named in the *immediately preceding* entry; see **2.47**.

Doughty, Robert A. *The Breaking Point: Sedan and the Fall of France, 1940*. Hamden, Conn.: Archon Books, 1990.

———. *The Seeds of Disaster: The Development of French Army Doctrine, 1919–1939*. Hamden, Conn.: Archon Books, 1985.

Note: The 3-em dash replaces *all* authors' names, not simply the first author. Therefore, when using the 3-em dash, the authors listed for each work must match *exactly*; that is, the same authors listed in the same order.

Footnotes and Endnotes

- 8.17** *Footnotes vs. endnotes*. By definition, footnotes appear at the foot of the page, and endnotes appear at the end of a chapter or book. CMH prefers footnotes over endnotes for ease of reference for the historical scholar. When endnotes are used, they should appear at the end of each chapter rather than grouped together at the end of the book.

- 8.18** Number footnotes consecutively throughout a chapter. Restart numbering with each new chapter.

- 8.19** Discursive portions of footnotes should follow the same editorial style as the main text.

- 8.20** Direct quotations require separate footnotes. Place footnote reference numbers for a direct quotation at the end of the sentence that contains the quotation.

Even within the military, little liking existed for the civil disturbance role—"ugly duty for the Army," one senior officer had called it.⁵⁴

Not

Even within the military, little liking existed for the civil disturbance role—"ugly duty for the Army,"⁵⁴ one senior officer had called it.

- 8.21** Give full details of *published* works at first mention in the work. Give full details of *unpublished* works at first mention in each chapter of the work. Subsequent mentions (within the work or chapter, respectively) may be more concise.

First note citation

Wesley Clark, *Winning Modern Wars: Iraq, Terrorism, and the American Empire* (New York: Public Affairs, 2003), p. 47.

Subsequent (shortened) citation

Clark, *Winning Modern Wars*, p. 47.

If the title of a work is altered in any way in subsequent references, add the phrase "hereinafter cited as" at the end of the first full citation.

Worthington, C. Ford, ed., *The Journals of the Continental Congress, 1774–1789*, 34 vols. (Washington, D.C.: Government Printing Office) 1904–37, 3: 124 (hereinafter cited as JCC).

- 8.22** Use "ibid." when a subsequent note is *identical* to the entire reference that precedes it. "Ibid." (which means "in the same place") takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material that is *identical*.

Janice E. McKenney, "More Bang for the Buck in the Interwar Army," *Military Affairs* 42 (April 1978): 80–86.

Ibid.

Ibid., p. 84.

- 8.23** When several successive citations in the same footnote come from one collection, they may be cited economically.

Memo, Gillespie for Sec Def, 4 Sep 50; Arms Supply to the Vietnam, Encl to JCS 1992/22, 11 Sep 50; Probable Developments in the Far East in 1950, 6 Jun 50, G–2, GSUSA, OPS 092 Asia, 10 Apr 50. All in RG 319, NARA.

- 8.24** Use semicolons to separate the entries when several citations appear in a single note. The entries must appear in the same order as the text material to which they pertain.

Birkhimer, *Historical Sketch*, pp. 84, 89–90; Tidball, “Remarks Upon Field Artillery,” pp. 22–24, FA School files; Downey, *Sound of the Guns*, p. 147.

- 8.25** Use a colon to introduce multiple sources documenting a single passage or section.

Unless otherwise indicated, material in this chapter (section, passage) is based on the following: Lyndon B. Johnson, *The Vantage Point: Perspectives of the Presidency, 1963–1969* (New York: Holt, Rinehart, & Winston, 1971), pp. 388–97; William C. Westmoreland, *A Soldier Reports* (New York: Doubleday, 1976), pp. 298–301; MACV History, 1966, pp. 261–68.

Abbreviations and Capitalization

- 8.26** In footnotes, use established CMH abbreviation style for ranks (see **1.48**) and dates (see **6.3–5**) without terminal periods. However, when abbreviating states, use the longer state abbreviation (see *Table 4-1*) followed by a period.

Lt Col
27 Sep 68
Annapolis, Md.

- 8.27** Spell out acronyms and abbreviations at first use in footnotes. (Note: Treat footnote content independently from the main body of text; that is, spell out an acronym when first used in the footnotes as well as its first use in the main text.) Abbreviations used in footnotes must be consistent with those used in the text (with the exception of terminal punctuation). See *Table 8-1* for a list of footnote abbreviations.

- 8.28** Use a colon after *sub* (subject) and capitalize important words, using authorized abbreviations. Do not abbreviate titles of official circulars, orders, studies, monographs, published reports, or the like, at first mention.

Msg, Komer to Corps Senior Advisers, 18 Jan 68, sub: Pacification Guidelines for 1968, DepCORDS files, CMH.

- 8.29** Abbreviate (and lowercase) parts of publications and documents in footnotes, lists of references, and parentheses. For abbreviations for parts of a publication, see **3.6**.

8.30 In footnotes only, it is permissible to abbreviate ranks for four- or five-star generals and equivalent. For abbreviations of military ranks, see **1.48.**)

8.31 To avoid ambiguity, use the abbreviation *no.* only when necessary.

Archival Material

8.32 General form for archival material (smallest designation to largest): Document type [including number or symbols], writer or issuing agency [both, if known] to [if letter, or *for*, if memorandum] recipient [individual or agency, or both if known], date, title [or subject of letters, messages, memoranda, written as “sub:”], file designation [exactly as on file], repository. Always cite exact titles of archival collections.

Ltr, Col W. Barton Leach, chief, OAD, HQ AAF, to Harvey H. Bundy, special asst to the Sec War, Washington, 16 Jan 45, encl Memo, sub: OA in the AAF for the Next War and Between Wars, Folder OA, Entry 113, 1943–45, RG 107, NARA.

Memo, Col Alfred W. DeQuoy, chief, STAG, for Lt Col Fisher, Mr. Onufrak, Dr. Ling, and Mr. Hurd, Bethesda, Md., 14 Sep 61, sub: Proposed Reorganization for FY 63–67, p. 2, Folder 201–22 DA Mobilization Program Planning Files, Entry 100, 1961, RG 319, NARA.

DF, Brig Gen C. E. Hutchins Jr., director of strategic plans and policy, DCSOPS, HQDA, to chief, STAG, Washington, 21 Mar 62, sub: Use of STAG IBM 7090 Computer by U.S. Army Chemical Corps Operations Research Group, Folder 302–04 Alot Files, Entry 100, 1962, RG 319, NARA.

Note: No file is necessary for Army GOs (General Orders), FOs (Field Orders), bulletins, and circulars; but the document number, issuing headquarters, and date should be given.

Shortened form may be used for subsequent entries.

Ltr, Johnson to ACS, 13 Feb 52, p. 2.

8.33 Finding aids for each repository may vary, the researcher must provide sufficient information to locate the material being cited. If a document lacks some of the required information, however, it is not necessary to record “no sub.” or “n.d.” or “writer unknown.”

Table 8-1. Footnote and Endnote Abbreviations

Abbreviation	Term	Abbreviation	Term
AAR	After Action Report	Ltr	Letter
Anon.	Anonymous	Mech	Mechanized
Armd	Armored	Memo	Memorandum
Asst	Assistant	Mil	Military
Bde	Brigade	Min	Minutes
Bfg	Briefing	Ms	Manuscript
Bn	Battalion	Msg	Message
Br	Branch	Mtg	Meeting
Bull	Bulletin	n.d.	No date given
Cav	Cavalry	n.p.	No publisher/place given
Ch	Chief	Ofc	Office
Cir	Circular	Ofcr	Officer
CM	Classified Message	ORLL	Operational Report-Lessons Learned
Conf	Conference	PL	Public Law
Corresp	Correspondence	PO	Permanent Orders
DF	Disposition Form	Rad	Radiogram
Dir	Directive	Rcd	Record
Div	Division	Rgt	Regiment
Encl	Enclosure	Rpt	Report
End	Endorsement	Sch	School
EO	Executive Order	Sitrep	Situation Report
Fax	Facsimile	SO	Special Orders
FO	Field Orders	SS	Summary Sheet/Staff Summary Sheet
GO	General Orders	Suppl	Supplement/supplemental
Gp	Group	Telecon	Telephone Conversation
Interv	Interview	Telg	Telegram
Jnl	Journal	VTC	Videoteleconference

- 8.34** Do not italicize or use quotation marks around names of manuscript collections and depositories or titles of unpublished works such as papers read at a meeting, titled manuscripts in a collection, and dissertations.

Historians Files

- 8.35** In the course of conducting research on a volume, the author will often accumulate a considerable body of material that he or she will want to cite as supporting evidence. This material may consist of personal and official correspondence about the manuscript, interviews, Internet sources, diaries of participants, and other documents written by or sent to the author. The author should indicate in the bibliography where this personal material will be retired, such as “Historians files, CMH.”

Front and Back Matter

I cannot live without books.—Thomas Jefferson

CMH publications typically fall into one of three categories: Books, monographs, and brochures (or pamphlets). Each publication is comprised of three main parts: front matter, main body, and back matter. However, the information included in each of these parts will vary primarily on the basis of the type of publication. (Occasionally, the information contained in a specific work may deviate from this established style but may only do so at the direction and approval of the CMH editor in chief.)

Books and Monographs

Front Matter

- 9.1 Order front matter as follows: half title, frontispiece, title, Library of Congress (LOC) Cataloging-in-Publication (CIP) data, Advisory Committee, dedication, contents, foreword, author bio, preface, second half title. No one work will likely include all these elements. This section explains which elements are optional and which are mandatory under certain circumstances (*See Table 9-1*) and also provides pagination guidance.
- 9.2 Front matter pages are numbered with lowercase roman numerals starting with the half title page (or title page), which is page i. All front matter pages are counted; however, page numbers do not appear on the half title, frontispiece, LOC CIP data, the dedication, or any blank pages.
- 9.3 *Half Title Page (Optional)*. The half title page contains only the title of the book without the subtitle, edition number, author's name, or CMH imprint (*see Figure 9-1*).
- 9.4 *Frontispiece (Optional)*. The frontispiece is an illustration that appears on the reverse side (verso) of the title page. If there is no frontispiece, this page is blank (*see Figure 9-2*).

Table 9-1. Book and Monograph Organization

Part (in order of appearance)	Book	Mono- graph	Page Number
Front Matter			
Half title	O	N	i
Frontispiece, series title, or blank	O	N	ii
Title page	Y	Y	iii
LOC CIP data page	Y	Y	iv
Advisory Committee page	O	N	v
Dedication	O	O	recto
Contents	Y	Y	recto
Tables	Y	Y	recto or verso
Charts	Y	Y	recto or verso
Maps	Y	Y	recto or verso
Illustrations	Y	Y	recto or verso
Photo Credits	Y	Y	recto or verso
Foreword	Y	Y	recto
Author Bio	Y	Y	verso or recto
Preface (Acknowledgments)	Y	Y	recto
Second half title	O	O	recto
Text			
First text page (Introduction or Chapter 1)	Y	Y	1
Back Matter			
Appendixes	O	O	recto
Chronology	O	O	recto
Abbreviations	O	O	recto
Map Symbols	O	O	recto
Notes	O	O	recto
Glossary	O	O	recto
Bibliography	Y	O	recto
Index	Y	O	recto

Y = Yes, N = No, O = Optional

recto = right-hand page (odd numbered)

verso = left-hand page (even numbered)

9.5 Title Page. The title page carries the full title, author's name, edition number, publisher's name (usually CMH, but on occasion may be another agency name), place of publication (city and state), and year (*see Figure 9-3*). The title page also includes the series name, if applicable.

- 9.6** *LOC CIP Data Page.* The LOC CIP data page is sometimes called the copyright page; however, because CMH publications are in the public domain, they are not copyrighted. CMH books are cataloged by the Library of Congress and, as such, must contain the LOC CIP data. To obtain the CIP data, the CMH Editorial Branch submits requisite portions of a manuscript to the Library of Congress CIP Division, which then creates a bibliographic record that includes information as to whether this is the first printing of the book and the year (which is updated for subsequent printings), and the CMH Publication (Pub) number. This page may also include a statement as to whether the book is available for sale by the U.S. Government Printing Office (GPO) and the 10-digit ISBN (International Standard Book Number) assigned by GPO (*see Figure 9-4*).
- 9.7** *Advisory Committee Page.* CMH works that are published under the purview of the Advisory Committee must include this page, which lists the sitting committee members at the time the work is sent to GPO for printing. The Advisory Committee page also includes the names of the chief of military history, the appropriate CMH division chief, and the CMH Publishing Division chief (*see Figure 9-5*).
- 9.8** *Dedication or Epigraph (Optional).* An epigraph is a quotation relevant to the book. If an epigraph is used, the source is given beneath it.
- 9.9** *Contents.* The table of contents is simply headed *Contents*, not *Table of Contents* or *List of Contents*. It includes page references for the front matter, chapter or section (and subsection, as appropriate) titles, and the back matter. The table of contents includes page references for the foreword, preface, chapter (or section) titles and subtitles as appropriate, and back matter. It also includes the following lists (in order): tables, charts, maps, illustrations, and photo or art credits (*see Figure 9-6*).

- 9.10 Foreword.** Each volume must have a foreword signed by the chief of military history, giving a brief account of the volume and (if applicable) its place in the series of which it is a part. It should be dated as of the date the manuscript is sent to GPO for printing. If a book carries a co-imprint with another agency (such as TRADOC or Cadet Command), the foreword may be signed jointly by the chief of military history and the director of the co-imprinting agency (*see Figure 9-7*).

Signature Block. Using two lines for the name and title in the signature block, align left the first letters of each line and flush right to the margin the longer of the two lines. Set the signer's name in all caps (*see Figure 9-7*).

- 9.11 Author Bio.** Each volume will carry a biographical note about the author (*see Figure 9-8*).

- 9.12 Preface.** The author's preface should set forth the scope and purpose of the work. It should state any limitations imposed by the subject matter or sources and should include a statement of the author's responsibility for the content. If significant methodological issues are involved, the methods of research and the organization of the material in the volume should be explained. In cases of multiple authorship, the preface will clarify the authorship of specific portions of the volume (*see Figure 9-9*).

Acknowledgments should be made to those who contributed information used in the work, facilitated the gathering of such information, aided in revisions, or contributed materially to the processing of the book. The preface can call attention to specific pages, such as glossary and bibliography and can explain terms or concepts that are recurrent and are of particular importance in the text.

The preface should be dated as of the date the manuscript is sent to GPO for printing.

Back Matter

- 9.13** *Appendixes (optional)*. Appendixes usually provide additional information about topics covered in the main text or data used to reach the conclusions drawn in the text. If there is more than one appendix, they are labeled *Appendix A*, *Appendix B*, and so on, and given individual titles. If there is only one appendix, it is labeled *Appendix*.
- 9.14** *Glossary (optional)*. A volume may include an alphabetized glossary of technical terms, code names, and abbreviations and acronyms.
- 9.15** *Map Symbol Page (optional)*. If the work includes maps containing various military symbols (especially from earlier eras), include a map symbol page to aid the reader's understanding of the maps.
- 9.16** *Bibliography*. The scope of a bibliography depends on the type of publication. The bibliography in a major volume most often has a narrative portion and separate comprehensive sections, covering the various archival collections used; and the primary books, primary articles, secondary books, and secondary articles relied on in writing the book. A monograph may also have an annotated bibliography, which includes a description of the source after each entry.

Brochures and Pamphlets

- 9.17** Brochures and pamphlets typically contain only the following information:
- Introduction, which is similar in content to the foreword and signed by the chief of military history (see **9.10**). The author's name appears only in the introduction.
 - Contents page
 - Main body of text
 - Selected Bibliography or Recommended Reading List
- 9.18** *Pagination*. Brochures are printed with a self-cover using the same paper stock throughout. The Introduction appears on the first right-hand (recto) page and is not numbered. The Contents page follows on the next right-hand page (recto); it, too, is not numbered. The main body of text begins on the third recto page and begins numbering with page 1.

9.19 *Bibliography.* A brochure or pamphlet usually has a selected bibliography (grouped by subject and not referenced in the narrative) or a recommended reading list that provides additional information on the topic discussed. This list begins on the first recto page following the end of the main text.

Field Artillery 1775–2003

Figure 9-1. Half Title Page



Civil War Flag (nonregulation), with battle honors for Battery B, 1st Regiment of Artillery

Figure 9-2. Frontispiece

ARMY LINEAGE SERIES

The Organizational History
of
Field Artillery
1775–2003

by
Janice E. McKenney



*CENTER OF MILITARY HISTORY
UNITED STATES ARMY
WASHINGTON, D.C., 2007*

Figure 9-3. Title Page

Library of Congress Cataloging-in-Publication Data

McKenney, Janice E., 1942–

The organizational history of field artillery, 1775–2003 / by Janice E. McKenney.
p. cm. — (Army lineage series)

Includes bibliographical references and index.

1. Artillery, Field and mountain—United States—History. 2. United States. Army—Organization. I. Title. II. Series.

UF403.M35 2007

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First Printing, 2007

CMH Pub 60–16

Figure 9-4. LOC CIP Data Page

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Figure 9-5. Advisory Committee Page

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Figure 9-6. Table of Contents

FOREWORD

The Organizational History of Field Artillery, 1775–2003, traces the evolution of one of the U.S. Army's premier combat arms—field artillery, the King of Battle. For over 230 years, the artillery force has supported Army ground troops during the struggles to preserve and expand the fledgling nation and then during the wars abroad to provide lasting security for both the country and the larger international community. Organized initially into companies supporting infantry battalions and brigades, artillerymen—the Army's Redlegs—eventually manned battalions, regiments, groups, and brigades to support the growing number of combat divisions, corps, and armies with the battlefield fires necessary to ensure tactical victory.

Janice E. McKenney's study is a systematic account of the organization of artillery units, both field and coast (until their separation in the early twentieth century) and then field artillery alone until 2003. Tracing the development of one of the Army's most complex arms, the author highlights the rationale behind each major change in the branch's organization, weapons, and associated equipment, and lays out for all field artillery soldiers the rich heritage and history of their chosen branch. The work also complements the forthcoming revised edition of the lineage volume *Field Artillery*. In sum, today's decision-makers and force planners may find the challenges of providing a seemingly narrowly constrained military institution with the flexibility and responsiveness needed to adapt to an ever-changing and uncertain global environment both inspiring and instructive.

Washington, D.C.
9 May 2006

JEFFREY J. CLARKE
Chief of Military History

Figure 9-7. Foreword

THE AUTHOR

Janice E. McKenney was a long-time chief of the Organizational History Branch (now the Force Structure and Unit History Branch), and supervisory historian, Historical Services Division, at the United States Army Center of Military History, before her retirement in 1999. She was the author or co-author of three other volumes in the Army Lineage Series: *Armor-Cavalry, Part II: Army National Guard*; *Air Defense Artillery*; and *Field Artillery*.

x

Figure 9-8. Author Bio

PREFACE

The volume published by 1st Lt. William E. Birkhimer on the history of artillery in the United States Army was the standard work on the subject for over one hundred years. In his preface, Birkhimer stated that he had had a desire to learn something of the artillery arm soon after joining the Army in 1870 but that the official record was sparse and, sometimes, glaringly erroneous. Experienced artillery officers could give him little information, and Birkhimer thought it strange that so little attention had been paid to the organization and administration of the arm. While much had been said and written of the military establishment as a whole during the Civil War and while considerable interest had been given to military matters in Congress, he felt that legislation would be useful and enduring if more were known of the history of the Army, especially its combat arms.

Lieutenant Birkhimer's history is a valuable contribution to understanding the background of artillery in the United States through the Civil War period, but artillery has changed radically since its publication. This volume, *The Organizational History of Field Artillery, 1775-2003*, addresses the need for a modern work that records the historical structure, strength, disposition, materiel, and technical and tactical doctrine of artillery in the U.S. Army. It complements the lineage volume on Regular Army and Army Reserve field artillery regiments, published in 1985 but currently being updated to include commands, brigades, groups, and regiments in all three components. In the last thirty years, several books on field artillery have appeared, some popular histories and a few scholarly works, but the focus of this volume is on the organizational structure of U.S. Army artillery rather than its weapons or its operations. In the main, the narrative is chronological, with nuclear missiles and rockets covered separately because their history did not follow that of cannon artillery.

The term *artillery* originally referred to all engines of war designed to discharge missiles, such as the catapult, ballista, and trebuchet, among others. Toward the end of the Middle Ages, weapons employing gunpowder superseded such engines of war, and in a more restricted sense, artillery came to mean all firearms not carried and used by hand. By the mid-twentieth century, it included all manner of large guns (as distinguished from small arms), howitzers, rockets, and guided missiles, and also came to be applied to the personnel who transport and service the weapons and to the organization and branch of the Army to which the personnel are assigned.

To all of those involved in the completion of the volume through their knowledge, advice, and encouragement, I am sincerely grateful. But despite their best efforts on my behalf, I alone assume full responsibility not only for the interpretations and conclusions reached but also for any errors that may be found.

Washington, D.C.
31 May 2006

JANICE E. MCKENNEY

Figure 9-9. Preface

Indexes

If you don't find it in the index, look very carefully through the entire catalogue.—Sears, Roebuck, and Co., Consumer's Guide, 1897

General

- 10.1** Do not index maps, charts, tables, picture captions, front matter, appendixes, or other back matter.
- 10.2** Index discursive footnotes; but do not index footnotes giving only reference citations. When referencing a discursive footnote, use the page number followed by an “n” and the footnote number. Use “nn” to indicate more than one footnote on that page. Do not italicize “n” and do not insert spaces within the reference.
- 134n2 [page 134, note 2]
134nn2–5 [page 134, notes 2 through 5]
- 10.3** Index all people, geographic place names, and military units. However, incidental mentions of people and places need not be indexed.
- 10.4** Index should follow the capitalization, spelling, accents, and italics style of the work being indexed.
- 10.5** Capitalize the initial letter of the first word of each main entry. In subentries, capitalize or lowercase entries to conform to the capitalization style followed in text.
- 10.6** Index officers by the highest rank given in text.
- 10.7** Do not list officer or civilian position titles with a name; use a cross reference instead.
- Chief of Staff, U.S. Army. See Casey, General George W. Jr.
Casey, General George W. Jr.
President, U.S. See Bush, George H. W.
Bush, George H. W.

- 10.8** Avoid beginning a main entry with a preposition.
- 10.9** Main entries having fewer than six page references need not be broken into subentries.
- 10.10** There must be at least two subentries under a main entry.
- 10.11** Locators (page numbers) that appear in subentries should not be duplicated immediately after the main entry.

Yempuku, Capt. Ralph T., 141, 286, 291, 347, 377
 occupation of Japan, 436–37
 surrender of Japan, 400–401, 403

not

Yempuku, Capt. Ralph T., 141, 286, 291, 347, 377, 400–401,
 403, 436–37
 occupation of Japan, 436–37
 Pacific campaigns, 286, 291, 347, 377

- 10.12** For the reader's convenience, use cross references liberally. Double-post subentries also as main entries.

Chinese-language program, 315–16

...

Fort Snelling, Minn., 299–329

Chinese-language program, 315–16

Alphabetizing

- 10.13** Use the letter-by-letter system for alphabetizing indexes in which the alphabetizing continues up to the first space or punctuation mark and then starts again after that point. For letter-number combinations, see **10.16**. For numbers, see **10.20**.
- 10.14** Terminate alphabetizing at a space, hyphen, comma, or slash.

Air forces
 Air raids
 Air support
 Aircraft, manufacture of
 Aircraft armament

10.15 When a subentry begins with a preposition or a connective, do not consider the preposition or connective in alphabetizing. Otherwise, alphabetize subentries in same manner as for main entries.

10.16 Main entries that begin with a letter and a number should appear at the beginning of entries for that letter.

B-17s

B-26s

B-29s

Base facilities

10.17 *Names with “Mc” or “Mac”*. Names with “Mc” or “Mac” are alphabetized letter by letter as the name is spelled.

MacArthur

Machine gun

Mackenzie

Macmillian

McAllister

McCullough

McNeil

10.18 *Names with “Saint”*. “Saint” names are alphabetized letter by letter as the name is spelled. (Cross reference if Saint and St. are far apart in the index.)

Sabotage

Saint, General Crosbie

San Francisco

Santa Barbara

Saratoga

St. Cloud

St. Michael

10.19 *Names with “O”*. Names beginning with “O” are alphabetized as if the apostrophe were not there.

Odierno

O'Donnell

Onassis

O'Neil

Ono

Units

- 10.20** List unit and other numerical designations in numerical order at the beginning of the index, before the *As*, without regard for arabic or roman numerals. The same rules applies to numbers in subentries. Do not index numbers as if they were spelled out.

2d Armored Division
3d Infantry Division
V Corps
5th Field Artillery
VIII Corps Artillery
15th Cavalry Division

- 10.21** Double-post units by both number and type (such as corps, infantry, cavalry), rather than using a “see” reference.
- 10.22** In works containing a large number of unit references (such as combat volumes), consider compiling a separate index of units.

Abbreviations

- 10.23** Abbreviations, acronyms, and initialisms fall normally within the alphabet.
- Landing operations
LCTs
Logistics
LVTs
- 10.24** Use U.S. as an adjective in main entries and subentries. All other abbreviations used in a main entry must be explained in the entry. In subentries, use abbreviations that have been established in the text.

Formatting

- 10.25** Main entry is flush left, indent two em spaces (or two tabs, when keying text on MS Word) for runover lines; first subentry is indented one em (one tab) space, indent two em (two tab) spaces for runover lines; second subentry is indented three em (three tab) spaces, indent runover lines four em (four tab) spaces.

- 10.26** Use a comma (or a colon, if use of the comma results in ambiguity) to separate entries from page numbers, and commas to separate page numbers from each other. Use an en dash to connect a range of page numbers. Follow same number form as for the main text (see **5.14**).
- 10.27** Do not use periods in the index except to terminate complete statements. Use periods before and after statements beginning with *See* and *See also*.
- 10.28** When *See also* is followed by reference to several entries, use semicolons to separate items.
- 10.29** Italicize *See* and *See also* and any terms that are italicized in the text. But if what follows (e.g., a book title or a foreign word) is in italics, the words are preferably set in roman to distinguish them from the rest of the cross-reference. This is not necessary when they follow italics.

North Vietnam. *See People's Army of Vietnam.*

but

People's Army of Vietnam. See North Vietnam.

Editing

- 10.30** Check headings for alphabetical order.
- 10.31** Check the spelling, capitalization, and font of each heading, consulting the page proofs if in doubt.
- 10.32** Check punctuation—commas, colons, semicolons, en dashes, and the like—for proper usage according to CMH style.
- 10.33** Check cross-references to make sure the reference exists and that headings match. Ensure the cross reference is needed; if only a few locators are involved, substitute these for the *See* reference. Ensure that the placement of all cross-references within entries is consistent.
- 10.34** Add additional cross-references as necessary.
- 10.35** Verify there are no false locators, such as “193–93” or “12102,” and ensure the locators are in ascending order.

- 10.36** Check subentries for consistency of order, whether alphabetical or chronological.
- 10.37** If some entries seem overanalyzed (many subentries with only one locator or, worse, with the same locator), combine as many as necessary without sacrificing their usefulness. If subentries are more elaborate than necessary, try to simplify.
- 10.38** If awkward or unnecessary sub-subentries appear, correct by adding appropriate repeated subentries or by adjusting punctuation.
- 10.39** Look for long strings of unanalyzed locators and break them up, if possible, with subentries.
- 10.40** Evaluate the accuracy of locators by a random check of five to ten entries. If more than one error is found; every locator may have to be rechecked.
- 10.41** If the index needs trimming, delete any entries that are trivial, such as references to persons or places used only as examples. Careful deletion of a handful of unnecessary entries, especially if they are very short, does not mar an otherwise good index.
- 10.42** *Runover columns.* If an entry breaks at the foot of the last column on a right-hand page (recto) and resumes at the top of the following left-hand page (verso), repeat the main heading followed by an em dash and *Continued* above the carried-over part of the index. No continued line is necessary when entries run over to the next column on the same page or on facing pages (verso to recto).

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Appendix A

Words List

A

acknowledgment

ad hoc (never hyphenated)

adviser (*not* advisor)

aero- (prefix, generally write as a closed compound) aerodynamics, aeronautics

air- (prefix, generally, write as a closed compound) airborne, aircraft, airfield, airplane, airpower

Allies (U.S.); allies (enemy)

alphanumeric (no hyphen)

a.m.

Americas, the (North, South, and Central America)

anti- (prefix, generally write as a closed compound) antiaircraft; but use hyphen with proper nouns (anti-American, anti-Communist) and with words beginning with *i* (anti-inflammatory, anti-intrusion, anti-inflation)

antitank

appendixes (*not* appendices)

Army families (do not cap *families*)

B

backlog

baseline

benchmark, benchmarking

bi- (prefix, generally write as a closed compound) bidirectional, biannual

bookkeeping

breakdown (n., adj.), break down (v.)

C

canceled, canceling (one *l*)
cannon (singular and plural)
caregiving
catalog
centi- (prefix, generally write as a closed compound) centimeter
checklist
Civil War (Am.); civil war (other)
cleanup (n., adj.), to clean up (v.)
closed-circuit (adj.), closed circuit (n.)
closeout (n.), close out (v.)
closeup (n.), close up (v.)
coauthor
code name (n.), code-name (v.)
coeditor
Cold War (cap)
collinear (not colinear or co-linear)
collocate
combat, combated, combating
CONUS (continental United States)
coordinate
counterattack
counterbattery
counterclockwise
counterinsurgency
counterintelligence
counterrevolution
courthouse
coworker
cross fire (*noun*), cross-fire (*verb*)
cross-country (n., adj., adv.)
crossover
cross-reference (n., adj., adv.)
cutoff (n.), cut off (v.)
cutout (n.), cut out (v.)
cyberspace

D

D-Day

data (takes singular verb)

database (one word)

decision making, decision maker (n.), decision-making (adj.)

DoD (*not* DOD)

downline

download

downsize

downstream

E

e- Use *e-* words as follows:

in a title E-Mail

mid-sentence e-mail

to begin a sentence E-mail

with proper name e-Government

with acronyms e-DOD

e.g. (means “for example”; use only in parenthetical phrases, and follow with a comma)

East Coast, Northeast, Far East (capitalized when designating a region)

east, eastern (lowercase for compass direction)

endpoint

enemy (use masculine pronoun *he*, *him*)

ex- (prefix, use hyphen when using *ex-* in the sense of “former”) ex-president, ex-governor

F

fallback (n., adj.), fall back (v.)

federal (lowercase)

firepower

firsthand

foodborne

front line (n.), front-line (adj.)

G

government (lowercase)

H

H-Hour

handheld (n., adj.)

handoff (n., adj.)

handout (n.), hand out (v.)

hard copy (n.), hard-copy (adj.) (not hardcopy)

HMMWV (Humvee; High-Mobility Multipurpose Wheeled Vehicle)

hyper- (prefix, generally write as a closed compound) hyperlink,
hypertext

I

i.e. (means “that is”; use only in parenthetical phrases, follow with a comma)

inbound

infrastructure

inter- (prefix, generally write as a closed compound) interfaith,
interlock, interorganizational

Internet, the Net, the Web (always capped)

J

judgment

M

machine gun (*n.*), machine-gun (*v.*)

memorandums (*not* memoranda)

Middle East (*n.*), Middle Eastern (*adj.*)

multi- (prefix, generally write as a closed compound) multiauthor,
multicultural, multilingual, multiyear

N

Nation (meaning the United States); *but* national

non- (prefix, generally write as a closed compound) noncommissioned,
nonnegotiable, nonviolent

O

OCONUS (outside the continental United States)

off-, on- (prefixes, generally write as closed compounds) offlimits,
offline, online, offload, onload, offshore, offsite, onsite, onboard,
oncall, oncoming, ongoing, onset

outnumbered

P

payload

p.m.

policymaking (n.), policy-making (adj.)

post- (prefix, generally write as a closed compound), postdoctoral,
postindustrial, posttraumatic, postwar

preempt

President (cap U.S. only, lowercase otherwise; never abbreviate)

president-elect

prewar

proindustrial

Q

quasi-judicial (adv.), quasi argument (adj.)

R

re- (prefix, use hyphen if the word that follows begins with an *e*), re-
elect, *but* reenlist. For several other words, the meaning will govern
whether to use a hyphen, recover (to regain), re-cover (to cover
again)

recordkeeping

reunify

rollback (n., adj.), roll back (v.)

rollout (n., adj.), roll out (v.)

S

schoolhouse

self- (prefix, always takes a hyphen) self-employed, self-made

semi- (prefix, generally write as a closed compound) semiautomatic,
semiofficial

shutdown (n.), shut-down (adj.), shut down (v.)

sociocultural

socioeconomic

soldier (lowercase)

standalone (n., adj.), stand alone (v.)

state of the art (n.), state-of-the-art (adj.)

sub- (prefix, generally write as a closed compound) subsection

surveillance

symposia

synchronization

T

tele- (prefix, generally write as a closed compound) telecommute,
teleconference, telework
third-party (adj.), third party (n.)
time stamp
timekeeper
timeline
timetable
trans- (prefix, general write as closed compound) transatlantic,
transcontinental, transship, transsocietal; use hyphen when
combined with a proper noun, trans-American
troubleshoot (v.), troubleshooter (n.), troubleshooting (n.)
turnaround (n., adj.), turn around (v.)
turnover

U

U.K. (adj.), United Kingdom (n.)
U.N. (n.)
un- (prefix, generally write as a closed compound) unclassified,
unfunded, uninterrupted
under- (prefix, generally write as a closed compound) underemployed,
underestimate, underrate
upcoming
upstream
up-to-date (adj.), up to date (pred. adj.)
U.S. (adj.), United States (n.)
USSR (no periods)

W

walk-through (n.)

war fighter, war fighting

warhead

warlord

waterborne

Web, the World Wide Web (do not underline or italicize Web site URLs) Web page, Web site

West Coast, Midwest (capitalize when indicating regions)

west, western (lowercase when indicated compass direction)

wide (suffix, generally write as a closed compound) agencywide, citywide, companywide, nationwide, worldwide; *but* Army-wide

workaround (n., adj.); to work around (v.)

workday

workforce

workload

workplace

workstation

workweek

world-class (adj.)

worldwide

wraparound (n., adj.), wrap around (v.)

XYZ

Year 2, Year 3. . .

Year 2000, Y2K

year-end (adj.), year end (n.)

yearlong (adj.)

year-round (adj.)

zero hour (n.), zero-hour (adj.)

ZIP code

Appendix B

Additional Service Ranks Abbreviations

U.S. Navy Rank Abbreviations

Rank	Abbreviation		Pay Grade
	Text	Footnotes	
Fleet Admiral (5-star)	None	Fleet Adm	
Admiral (4-star)	None	Adm	O-10
Vice Admiral (3-star)	V. Adm.	V Adm	O-9
Rear Admiral Upper Half (2-star)	R. Adm.	R Adm	O-8
Rear Admiral Lower Half (1-star)	R. Adm.	R Adm	O-7
Captain	Capt.	Capt	O-6
Commander	Cdr.	Cdr	O-5
Lieutenant Commander	Lt. Cdr.	Lt Cdr	O-4
Lieutenant	Lt.	Lt	O-3
Lieutenant Junior Grade	Lt. JG	Lt (jg)	O-2
Ensign	Ens.	Ens	O-1
USN Chief Warrant Officer	CWO5	CWO5	W-5
USN Chief Warrant Officer	CWO4	CWO4	W-4
USN Chief Warrant Officer	CWO3	CWO3	W-3
USN Chief Warrant Officer	CWO2	CWO2	W-2
USN Warrant Officer	WO1	WO1	W-1
Master Chief Petty Officer of the Navy	MCPON	MCPON	E-9
Fleet Master Chief Petty Officer			E-9
Command Master Chief Petty Officer			E-9
Master Chief Petty Officer	MCPO	MCPO	E-9
Senior Chief Petty Officer	SCPO	SCPO	E-8
Chief Petty Officer	CPO	CPO	E-7
Petty Officer First Class	PO1	PO1	E-6
Petty Officer Second Class	PO2	PO2	E-5
Petty Officer Third Class	PO3	PO3	E-4
Seaman	SN	SN	E-3
Seaman Apprentice	SA	SA	E-2
Seaman Recruit	SR	SR	E-1

U.S. Marine Corps Rank Abbreviations

Rank	Abbreviation		Pay Grade
	Text	Footnotes	
General (4-star)	None	Gen	O-10
Lieutenant General (3-star)	Lt. Gen.	Lt Gen	O-9
Major General (2-star)	Maj. Gen.	Maj Gen	O-8
Brigadier General (1-star)	Brig. Gen.	Brig Gen	O-7
Colonel	Col.	Col	O-6
Lieutenant Colonel	Lt. Col.	Lt Col	O-5
Major	Maj.	Maj	O-4
Captain	Capt.	Capt	O-3
First Lieutenant	1st Lt.	1st Lt	O-2
Second Lieutenant	2d Lt.	2d Lt	O-1
Chief Warrant Officer	CWO5	CWO5	W-5
Chief Warrant Officer	CWO4	CWO4	W-4
Chief Warrant Officer	CWO3	CWO3	W-3
Chief Warrant Officer	CWO2	CWO2	W-2
Warrant Officer	WO1	WO1	W-1
Sergeant Major of the Marine Corps	Sgt. Maj. MC	Sgt Maj MC	E-9
Master Gunnery Sergeant	M. Gy. Sgt.	M Gy Sgt	E-9
Sergeant Major	Sgt. Maj.	Sgt Maj	E-9
First Sergeant	1st Sgt.	1st Sgt	E-8
Master Sergeant	M. Sgt.	M Sgt	E-8
Gunnery Sergeant	Gy. Sgt.	Gy Sgt	E-7
Staff Sergeant	S. Sgt.	S Sgt	E-6
Sergeant	Sgt.	Sgt	E-5
Corporal	Cpl.	Cpl	E-4
Lance Corporal	L. Cpl.	L Cpl	E-3
Private First Class	Pfc.	Pfc	E-2
Private E-1	Pvt.	Pvt	E-1



















U.S. Air Force Rank Abbreviations

Rank	Abbreviation		Pay Grade
	Text	Footnotes	
General of the Air Force (5-star)	None	Gen	
General (4-star)	None	Gen	O-10
Lieutenant General (3-star)	Lt. Gen.	Lt Gen	O-9
Major General (2-star)	Maj. Gen.	Maj Gen	O-8
Brigadier General (1-star)	Brig. Gen.	Brig Gen	O-7
Colonel	Col.	Col	O-6
Lieutenant Colonel	Lt. Col.	Lt Col	O-5
Major	Maj.	Maj	O-4
Captain	Capt.	Capt	O-3
First Lieutenant	1st Lt.	1st Lt	O-2
Second Lieutenant	2d Lt.	2d Lt	O-1
Chief Master Sergeant of the Air Force	Ch. M.	Ch M Sgt	E-9
	Sgt. AF	AF	
Command Chief Master Sergeant	Cmd. Ch.	Cmd Ch M	E-9
	M. Sgt	Sgt	
Chief Master Sergeant	Ch. M.	Ch M Sgt	E-9
	Sgt.		
Senior Master Sergeant	Sr. M.	Sr M Sgt	E-8
	Sgt.		
Master Sergeant	M. Sgt.	M Sgt	E-7
Technical Sergeant	Tech. Sgt.	Tech Sgt	E-6
Staff Sergeant	S. Sgt.	S Sgt	E-5
Senior Airman	Sr. Amn.	Sr Amn	E-4
Airman First Class	A1C	A1C	E-3
Airman	Amn.	Amn	E-2
Airman Basic			E-1

Appendix C























Rank Insignia of the U.S. Armed Forces

Enlisted














ARMY														
no insignia		Private E-2 (PV2)		Private Specialist (SPC)		Sergeant (SGT)		Sergeant First Class (SFC)		First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)		Sergeant Major of the Army (SMA)
Private E-1 (PV1)		Private First Class (PFC)												
MARINES														
no insignia		Lance Corporal (LCpl)		Sergeant (Sgt)		Gunnery Sergeant (GySgt)	Master Sergeant (MSG)	First Sergeant (1stSgt)		Sergeant Major (SgtMaj)	Master Gunnery Sergeant (MSG/Sgt)	Sergeant Major (SgtMaj)		Sergeant Major of the Marine Corps (SgtMajMC)
Private (PVt)		Private First Class (PFC)												
AIR FORCE														
no insignia		Airman (Airm)		Senior Airman (SRA)		Technical Sergeant (TSgt)		First Sergeant (E-7)		First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)		Command Chief Master Sergeant (CCM)
Airman Basic (AB)		Airman First Class (AFC)												
														Chief Master Sergeant of the Air Force (CMSAF)

NAVY											
no insignia	Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Command Master Chief Petty Officer (FORMC) (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)
COAST GUARD											
	Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPD-CG)

Officer

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
ARMY - AIR FORCE - MARINES										
										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)
NAVY - COAST GUARD										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM/L)	Rear Admiral Upper Half (RADM/U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

Warrant Officer

W-1	W-2	W-3	W-4	W-5
ARMY				
 Warrant Officer (W01)	 Chief Warrant Officer (CW2)	 Chief Warrant Officer (CW3)	 Chief Warrant Officer (CW4)	 Chief Warrant Officer (CW5)
NAVY - COAST GUARD				
Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.	 Chief Warrant Officer (CW02)	 Chief Warrant Officer (CW03)	 Chief Warrant Officer (CW04)	NO Chief Warrant Officer (CW05)
MARINES				
 Warrant Officer (W0)	 Chief Warrant Officer (CW02)	 Chief Warrant Officer (CW03)	 Chief Warrant Officer (CW04)	 Chief Warrant Officer (CW05)
AIR FORCE				
NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT

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